



JOB DESCRIPTION

Job Title: **Deputy Director of Corporate Services**
Supervisor: Director of Corporate Services
Hours: Full Time
Reference: 2024-008

Affiliation: Exempt
Annual Salary: \$110,000.00 - \$120,000.00
Revision Date: March 15, 2024

Position Summary

Reporting to the Director of Corporate Services (Corporate Officer), the Deputy Director of Corporate Services assists with the functions related to the statutory duties and responsibilities of the Corporate Officer. The Deputy Director of Corporate Services exercises considerable independent judgment, initiative, tact, courtesy, and diplomacy in processing assignments, while maintaining confidentiality for all files that are of sensitive nature.

Nature & Scope of Work

1. Attends one-third (1/3) of Regular Council meetings, and as required advise on procedural rules and present departmental reports.
2. Attends Committee of the Whole, Public Hearings and other meetings as required to advise on procedural rules and present departmental reports in the absence of the Corporate Officer.
3. Compiles and distributes agendas, minutes and supporting information for in-camera meetings in cooperation with the Corporate Officer.
4. Attends Committee meetings in a resource capacity, where appointed or in the absence of the Corporate Officer.
5. Performs the function of Deputy Chief Electoral Officer in conducting municipal elections and other voting opportunities and is responsible for all election and voting preparations.
6. Supervises staff including assignment of work, approval of leave, training, mentoring and performance management and response to grievances and initiation of discipline process.
7. Oversees the records management function; the retention and sign off on the destruction of corporate records.
8. Conducts research and drafts municipal bylaws and assists with policies, as directed by the Corporate Officer. Performs consolidation of bylaws, as required.
9. Coordinates and compiles into a report format, the Corporation's annual report in accordance with legislation.
10. Serves as Coordinator for Freedom of Information and Protection of Privacy Act requests.
11. Certifies documents to be registered at the Land Title Office on behalf of the District of Sooke.
12. Acts as Commissioner of Oaths and Affidavits, as legislated under the *Evidence Act*.
13. Provides information and assistance to staff, officials, and the public.
14. Performs other related work as required.

Knowledge, Abilities, & Skill Requirements

1. Demonstrated ability to organize and function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials, employees, and the public.
2. Excellent judgement and decision-making skills with the ability to meet deadlines and maintain confidentiality of matters as required.
3. Strong communication skills suited to a diverse and range of perspectives and audiences.
4. Demonstrated ability to provide leadership and motivation to a team of staff.
5. Thorough familiarity and proficiency with Microsoft Office, SharePoint, iCompass, Local Government Management Association (LGMA) Records Classification System or Administrative Records Classification System (Arcs) and Operational Records Classification Systems (Orcs) and Tab Fusion RMS. Tempest would be considered an asset.
6. Working knowledge of municipal legislation (i.e. Community Charter, Local Government Act and Freedom of Information and Protection of Privacy Act).
7. Working knowledge and experience with parliamentary procedures and Robert's Rules of Order.
8. Ability to draft municipal bylaws and policies.
9. Working knowledge of the operations and functions of other District departments.
10. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.

Training & Experience Requirements

1. A post-secondary degree or diploma in Public Administration or in a related field, or an equivalent combination of education, training and experience.
2. Professional Certificate in Local Government Administration (PADM) or currently actively pursuing certification.
3. Minimum three (3) years related experience in a local government environment, working knowledge of legislation, records management practices and operational functions of municipal government.
4. Supervisory experience would be considered an asset.
5. Valid Class 5 B.C. Driver's Licence.

Competencies

- a) Adaptability: Willingness to be flexible in a changing environment.
- b) Relationship Building: Establishes and maintains respectful and cooperative working relationships.
- c) Effective Communication: Communicates effectively with others.
- d) Problem Solving: Recognizes and acts to resolve problems.
- e) Organization: Organizes work so that others will understand it, in order to achieve District goals.
- f) Customer Focus: Provides excellent service to both internal and external customers.