

Deputy Corporate Officer

Village of Gold River

JOB SUMMARY

Reporting to the Chief Administrative Officer (CAO), the Deputy Corporate Officer is a member of the senior management team and is a key function of supporting good governance, and effective records management for the municipality. The incumbent is responsible for the overall legislative requirements identified within the *Community Charter* and other pertinent legislation. The incumbent will work closely with the CAO on various legislative and records management matters and will act as Corporate Officer in their absence as well assist/support human resources, social media content, and Village Policy development.

MAJOR DUTIES AND RESPONSIBILITIES

- Compile materials for Council and Committee of the Whole agenda packages.
- Prepare and distribute, after approval, reports, minutes, bylaws, agendas, etc.
- Maintain records of Council minutes, resolutions, bylaws, agreements, and other important documents.
- Responsible for the management, protection and preservation of the Village's records.
- Assist in drafting bylaws, resolutions, correspondence, reports and communications after conducting necessary research, analysis and consultation with the CAO.
- Update bylaws and schedules to bylaws as amendments occur.
- Perform research regarding legislation and on other assorted topics as required.
- Draft letters, report and memorandums on a variety of issues as required.
- Fulfill the duties of Corporate Officer at Council and Committee meetings as required.
- Prepare documents and correspondence resulting from Council meetings as assigned.
- Support the administrative requirements of Bylaw Enforcement, including receiving and responding to complaints.
- Support the hiring of staff by managers.
- Prepare notices and advertisements for vacant staff positions as needed.
- Schedule and organize interviews; participate in applicant interviews if required.
- Maintain employee job descriptions and ensure updates are made as required.
- Responsible for the administration of the CUPE Collective Agreement as it relates to payroll and personnel matters.
- Responsible for the administration of the UBCM Group Employee Benefit Plan including the Municipal Pension Plan, Medical Services Plan, BC Life and Pacific Blue Cross benefits.
- Support the CAO in the review of policies and procedures surrounding legislation affecting the operation of the Village.
- Create new policies under the Direction of the CAO resulting from legislative changes.

- Assist with training of all staff regarding the Village's records management system – advise all staff on what is to be retained, for how long and how to separate records.
- Arrange for appropriate disposal of records.
- Perform other duties as assigned by the CAO.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Degree in public administration or related field, or equivalent training and experience
- Progressive experience in a municipal setting of at least 2 years

KNOWLEDGE, ABILITIES AND SKILLS

- Sound knowledge of the records management system and principles.
- Comprehension of the Village's organizational structure and of the functions of specific committees, departments, and divisions, as it relates to the work performed.
- Considerable computer operating skills including Microsoft Word, Excel, PowerPoint and Social Media applications.
- Able to supply diversified information and assistance to the Chief Administrative Officer, elected officials, department heads, staff, and the public.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Political astuteness, tactfulness, with a knowledge of municipal government processes (relating to the function and objectives of a Council administration), parliamentary procedure and municipal legislation.
- Thorough knowledge of the Community Charter, Local Government Act, municipal legislation, and other relevant legislation.
- Effective interpersonal, management, and written and oral communication skills.
- High degree of skill in recording and transcribing minutes.
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines.
- Able to act with tact, authority and discretion in handling problems and complaints from the public.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Valid Class 5 Drivers License.
- Current criminal record clearance.

The above statements are intended to describe the general nature and level of work to be performed by the Deputy Corporate Officer. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.