



VILLAGE OF GOLD RIVER

Job Description

POSITION: Deputy Corporate Administrator (Deputy Municipal Clerk)	DEPARTMENT: Administration
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This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.

1. NATURE AND SCOPE OF WORK

This is a complex administrative position of a confidential nature performed for the Chief Administrative Officer, Mayor and Council, and senior management staff. The primary purpose of this position is to assist the Chief Administrative Officer in fulfilling the statutory responsibilities of the corporate officer (as described by Section 148 of the *Community Charter*). The Deputy Corporate Administrator is responsible for the Human Resources, Records Management, Social Media/Web Page, Village Policy and deeply involved in the OCP and Zoning Bylaw Administration.

This complex position is integrated into all Village operations requiring direct involvement with the Public, Council, Management Staff and Unionized Employees on a day-to-day basis that requires tact, flexibility, commitment and creativity to meet issues that arise in the administration of Village operations at many levels.

2. KEY RESPONSIBILITIES

Support to CAO, Council and Senior Staff

- Compile materials for Council and Committee of the Whole packages.
- Prepare and distribute, after approval, reports, minutes, bylaws, agendas, etc.
- Maintain records of Council minutes, resolutions, bylaws, agreements, and other important documents.
- Assist in drafting bylaws, resolutions, correspondence, reports and communications after conducting necessary research, analysis and consultation with CAO.
- Update bylaw database and schedules to bylaws as amendments occur.



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- 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.
- Perform other duties as assigned by the CAO.
- Supervise office clerical employees and monitor workload.
- Administrative responsibilities for Bylaw Enforcement, receive and respond to complaints.

Human Resources Support

- 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.

Policy Research and Records Management

- Review policies and procedures surrounding legislation affecting the operation of the Village.
- Create new policies under the Direction of the CAO resulting from legislative changes.
- Responsible for the management, protection and preservation of the Village's records.
- Assist with training of all staff regarding 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.



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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- The Village's organizational structure and of the functions of specific committees and of 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.
- Sound knowledge of the records management system and principles.
- Able to act with tact, authority and discretion in handling problems and complaints from the public.

REQUIRED QUALIFICATIONS

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