



## JOB DESCRIPTION

Position Title: Deputy Corporate Officer/Executive Assistant

Date: March 27, 2015

Department: Corporate Services

Supervisor: Director of Corporate Services

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### Position Summary:

Under the guidance of the Director of Corporate Services, the Deputy Corporate Officer/Executive Assistant is responsible for assisting the department in meeting the legislative requirements set out in the *Community Charter, Local Government Act* and other relevant statutes for the administration of those Acts. The Deputy Corporate Officer/Executive Assistant is required to perform a variety of professional administrative, clerical, and corporate duties while maintaining a high degree of confidentiality.

The position is responsible for providing confidential administrative support to Council, Committees, Chief Administrative Officer, and the Director of Corporate Services including but not limited to personnel administration, some staff supervision, records management, contract administration, policy development and implementation. Considerable independence of action and judgment is required to carry out the requirements of this position, within the context of working as a team member with senior management. The Deputy Corporate Officer/Executive Assistant must be able to function with utmost tact and discretion in a fast paced, high pressure environment.

The incumbent will be expected to work independently and take on leadership roles as required. The incumbent must meet the statutory requirements for the Corporate Officer. Assignments and responsibilities are performed under minimal supervision in accordance with established routine. Performance is subject to review and evaluation by the Director of Corporate Services.

### Responsibilities:

- Performs the statutory and related duties of the Director of Corporate Services in the latter's absences as directed and acts as Commissioner for taking affidavits for staff and public on municipal matters as directed or in the latter's absence;
- Assists the Director of Corporate Services in all statutory and other Corporate Officer functions;
- Provides confidential administrative support functions for the Council, the Chief Administrative Officer, the Director of Corporate Services, and other Department Heads in a politically sensitive manner;
- Prepares all necessary notices for all meetings;
- Prepares agendas, minutes and reports for Closed, Regular and Special Meetings of Council, Committee of the Whole, committee and board meetings as necessary.
- Assists with ensuring follow up work from meetings is completed;
- Undertakes projects such as preparing bylaws, policy and procedures, statutory notices, leases, contracts and other legal documents, as required;
- Ensures various statutory requirements are met with regard to the processing of bylaws including advertising, serving notices and other legal documents;
- Assumes a leadership role in the Municipal Election process;
- Stays abreast of changes in provincial legislation as related to municipal government;
- Organizes and administers civic functions, receptions and celebrations as required;
- Makes travel and accommodation arrangements for Council, the CAO and the department Director when they are required to travel as part of their duties;
- Maintains a schedule of Contracts and Agreements that are up for renewal, as well as ensuring that contract requirements are met as per management direction;

- Maintains good communication with all elected officials and all staff.

**Required Knowledge, Skills and Abilities:**

- Diploma in Public Administration or related discipline;
- A minimum of 5 years direct experience in local government at a senior administration level preferably working closely with elected officials;
- Ability to meet the statutory requirements of the Corporate Officer;
- Experience in public sector corporate administration, preferably in the municipal sector;
- Proven leadership ability along with taking direction and working in a team environment;
- Considerable knowledge of the *Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act, Interpretation Act*, District Bylaws, statutes and other relevant legislation, regulations and policies;
- General understanding of the functions, methods, rules, procedures and regulations governing Corporate Services, Finance, Operations, Planning, Building, and Community Development Departments;
- Working knowledge of the legal requirements of, but not limited to, collective agreements, management agreements, lease agreements, First Nations issues, licence of occupations, property transactions, zoning and land management issues and other agreements related to Municipal Government;
- Ability to access and analyze data, draw conclusions and problem solve, and understand complex situations;
- Good knowledge of business English, spelling, grammar, punctuation and able to compose correspondence, legal documents, policies, and other office documents relevant to local government administration;
- Good knowledge of word processing, spreadsheets, desk top publishing, power point, databases and finance software;
- Ability to authoritatively and effectively deal with a variety of calls, complaints and inquiries;
- Provide the public with information on procedural, regulatory and related matters accurately and completely in a polite, courteous and tactful way;
- Ability to establish and maintain an effective working relationship with other members of staff and public officials;
- Ability to work without direct supervision and effectively manage time, prioritize and remain flexible while managing a dynamic workload and changing priorities.

**Working Conditions:**

The normal work week will be Monday to Friday within the hours required to ensure effective performance. Start and end times of the workday are flexible within the requirements of the position and some evening work is required. The District offers a comprehensive salary and benefit package. The position is full time and based on a 35 hour week, with some extra hours to attend Council meetings as scheduled. This is a contract position with renewal options.