

BUILD A CITY. BUILD A FUTURE.



Deputy City Clerk

As one of the fastest growing cities in Canada, the City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey*

Scope

Reporting to the City Clerk and operating in the Legislative Services Division, the Deputy City Clerk supports the political administration, records management and municipal election for the City. In addition, the Deputy City Clerk is responsible for service and business planning; legislation and policy review; and metric/dashboard development and analysis. The Deputy City Clerk works in tandem with the City Clerk to provide legislative expertise and support to City Council, the City Manager, senior management, staff and the public.

Employment Status

Exempt - Regular Full-Time

Responsibilities

- Contribute to the City's goal of best serving its residents, businesses, staff and other stakeholders into the future.
- Participate in the City's policy, procedure and process review to support a renewed and innovative corporate policy framework.
- Enhance administrative process, leverage technology and enhance service models to maximize efficiency and align with City goals and strategic objectives.
- Effectively articulate and model the role that Legislative Services plays within City.
- Communicate and maintain effective working relationships with City stakeholders to optimize resources, develop aligned programs and support Council initiatives.
- Play an active role in election preparation and provide oversight for election operations.
- Provide support for the City Clerk as required and manage the day to day operations of the division in the absence of the City Clerk.

In consultation and collaboration with the City Clerk:

- Develop and oversee the preparation of information for Council, Committee, Board and other meetings.
- Review and oversee the intake and routing of correspondence items.
- Record, preserve, track and audit corporate decisions, including Council and Committee meeting minutes and other local government documents and corporate records.
- Oversee the completion and preservation of City bylaws.
- Act as signing authority for documents as set out in legislation and applicable City bylaws.
- Ensure that all documents and processes adhere to both legislative and City standards.
- Provide members of the public with access to records as required by legislation.
- Administer oaths and affidavits as required.
- Oversee Freedom of Information and Protection of Privacy Act (FOIPPA) compliance and requests.
- Assist with the management of the division's administrative operations.

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- Establish and maintain exceptional working relationships with Council, senior management, media, unions, staff, elected officials and the public.

Qualifications

The success candidate will have the following requirements:

- Bachelor's Degree, ideally in Political Science or Public Administration.
- A minimum of 7 years of progressively responsible experience with a strong understanding of local government operations and the legislative environment.
- An equivalent combination of education and experience will be considered.
- This role requires excellent interpersonal, communication and problem solving skills along with extensive knowledge of the fundamental principles and practices related to the development and adoption of City bylaws, policies and procedures.
- Demonstrated experience leading and implementing change and complex projects within tight deadlines and with measurable outcomes.
- Experience operating in a dynamic environment of evolving conditions, models of service delivery and deliverables.
- Demonstrated ability to read, review, interpret, and understand local government legislation.
- Demonstrated political and business acumen with an understanding of the challenges and opportunities that local governments face.
- Demonstrated ability to relate and/or appreciate and be respectful of all levels of City stakeholders, including those who have multiple and/or competing priorities.
- Demonstrated leadership and team building with a proven ability to work across departments with multiple stakeholders.
- Experience operating in and/or managing in a unionized environment.
- Experience preparing and presenting detailed and complex correspondence and records accurately, within tight timeframes or constraints.
- High level of attention to detail, and the ability to accurately proofread work under tight deadlines.

Successful applicants must provide proof of qualifications.

This position requires completion of a Police Information Check.

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