



Corporate Officer

Competition #22-080
Status: Regular Full Time - Exempt
Department: Legal and Legislative Services
Closing: April 24, 2022

Come grow with The City of Maple Ridge! Are you a team player with a “can do attitude”, excellent communication and customer service skills? We have the perfect opportunity for you!

POSITION OVERVIEW

We have an exciting role opening for a Corporate Officer. This position will be reporting to the General Counsel and Executive Director, Legislative Services, you will manage the Legislative Services team and oversee the Council, Board, and Committee meeting processes. You will be responsible for advising Mayor and Council on legislative procedures and conduct for Council, Board, and Committee meetings. You will be part of the legislative excitement at the City by attending Council meetings to ensure effective procedural governance and documenting official decisions. The Corporate Officer will lead the review of departmental process from a user and customer experience lens and implement identified improvements.

The successful candidate will have the following qualifications:

- A degree in business, law, political science, local government administration or public administration.
- Five years of progressively responsible municipal experience including supervisory experience, or an equivalent combination of directly related education, training and experience.
- Considerable knowledge of the Local Government Act and Community Charter, relevant legislation, bylaws, and policies.
- Considerable knowledge of parliamentary rules, procedures, processes, and protocols; local government functions and responsibilities.
- Strong communication, political acumen and critical thinking skills with the ability to adapt to political priorities, and advise and influence senior leaders.
- Strong problem-solving skills supported by the ability to research, analyze, and interpret complex situations.
- Strong attention to detail skills with the ability to prepare, edit, and maintain legislative documentation.
- Strong skills in the use of relevant computer software applications including, Microsoft Office Suite (including SharePoint, Word, Excel, Visio, PowerBI, PowerPoint) and Adobe Acrobat.
- Advanced skills in people management practices for direct reports, capable of creating and sustaining a respectful and productive work environment that inspires teamwork, creativity, enthusiasm and positive results.

WHAT WE OFFER YOU

Salary will be commensurate with qualifications. The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.