



DEPUTY CORPORATE OFFICER

Department: Administration
Status: Full-Time Exempt
Hours: 40 Hours/Week, M to F, with some flexibility to work late as required for meetings
Rate: \$39.00/ hr

General Summary

The Deputy Corporate Officer functions primarily in a legislative services role and in providing administrative and clerical support services to the CAO/ Corporate Officer. This position prepares open and closed agendas for Council and Committee meetings, implements and monitors records management systems and procedures. The incumbent also acts as the recorder and Deputy Corporate Officer for Council Meetings and may provide support regarding procedural rules during such meetings.

The Deputy Corporate Officer must be knowledgeable about current issues under consideration by the Council and the CAO and be familiar with the Municipality's position on issues. High levels of independent action, confidentiality, and responsible, proactive issue identification and decision-making are required. The work involves considerable contact with elected officials, the public and a variety of internal and external contacts.

In this role, the Deputy Corporate Officer will prepare agendas and minutes, prioritize and prepare communications, prepare and review reports, and provide research and special project support to the CAO/ Corporate Officer. The Deputy Corporate Officer is responsible for initiating and coordinating general administrative functions and staff for the Village Office to ensure smooth and efficient operations and excellent customer service in a close team environment.

Key Responsibilities

- Provides general and confidential administrative support to the CAO/ Corporate Officer and the Management Team as required.
- Acts as the Deputy Elections Officer during Local Government Elections and other voting opportunities.
- Creates, processes and maintains a variety of confidential files and reports.
- Coordinates all aspects of Council and Committee agenda preparation, including closed meetings.
- Acts as the recorder for all Council meetings, distributes minutes and maintains and tracks resolutions.
- Develops and maintains records in accordance with established standards and requirements.

- Conducts and prepares research, analysis and reports, and responds to internal and external customer inquiries.
- Drafts complex correspondence for the signature of others.
- Provides support for Corporate Strategic Initiatives, including creating and tracking of key performance indicators and coordinates the preparation of the Municipality's Annual Report and other special projects.
- Assists in the preparation of draft policies and bylaws, maintains control of policy and bylaw administration and is responsible for consolidation of all bylaws.
- Maintains and updates the Municipality's website and prepares communication materials for various mediums, such as the weekly municipal electronic newsletter subscription service, the Village Update.
- Processes requests for records under the Freedom of Information and Protection of Privacy Act, including recording of all requests in the FIPPA database and preparing form letters and working with staff to obtain records.
- Maintains the corporate meeting calendars and occasionally assists Council with minor requests.
- Liaises with volunteers in respect of awards and events (e.g.: ordering plaques, inviting dignitaries, etc.) and with committee members as required.
- Liaises with federal, provincial, municipal and other agency personnel on a wide variety of matters.
- Receives cross-training and provides support and coverage for Administrative Assistant role.
- Assists with emergencies by fulfilling EOC roles for which the Deputy Corporate Officer is trained and qualified per previous experience and training updates.
- Coordinates and oversees contractors re. Municipal facilities (e.g.: cleaners, office equipment, tradespeople, etc.), and coordinates and supervises the workload of the front office administration.
- Assists with mailing of utilities and property tax notices.
- Performs other related duties consistent with the job description, as assigned.

Knowledge, Skills and Abilities

- Knowledge of parliamentary procedures and Robert's Rules of Order.
- Superior ability to take and transcribe minutes of official meetings, summarize discussions, and maintain official records.
- Considerable knowledge of the Community Charter, the Local Government Act and other Acts, government regulations and local bylaws.
- Experience drafting bylaws and policies.
- Thorough knowledge of the FIPPA and experience processing requests.
- Considerable knowledge of records management as related to LGMA requirements.
- Excellent Interpersonal skills, including communication, both oral and written, facilitation and collaboration skills.



- Demonstrated ability to maintain confidentiality and exercise discretion.
- Demonstrated ability to work in a high stress, multi-tasking environment.
- Ability to work extended hours as required.
- Proven ability to work independently and exercise sound judgment.
- Must be organized, responsible, self-directed, and creative in problem-solving.
- Demonstrated ability to work independently and make sound decisions with a high degree of objectivity, tact, and diplomacy, particularly with respect to sensitive issues.
- Thorough knowledge of modern office procedures, practices, and operations
- Considerable knowledge and understanding of the principles of office management and progressive office procedures and systems, and ability to adapt to changing office technology.
- Demonstrated ability to keyboard accurately at 60-70 wpm (net) and to utilize a variety of software packages.
- Demonstrated proficiency in the use of Microsoft Office at an advanced level and proficiency in the use of various software applications including Microsoft Outlook, Word, and Excel. Advanced abilities with Adobe Acrobat and some proficiency with graphic software.

Training, Education and Experience

- A certificate or diploma in Public Administration, Business Administration or a related field.
- Five years progressive experience working in a municipality or regional district with training in the preparation of agendas and minutes, records management, parliamentary procedures, FIPPA and other pertinent local government matters.
- An equivalent combination of education, training and experience.

Please submit your resume and cover letter electronically to the attention of:

Ross Blackwell, CAO
Village of Lions Bay
Email: cao@lionsbay.ca;

We want to thank all applicants; however, only those chosen for an interview will be contacted.