



Competition #V1790

Manager, Legislative Services (Full-Time, Temporary, Exempt)

Closing Date: 4:30pm, Wednesday, November 6, 2024

The Sunshine Coast

A natural paradise blessed with mild winters, beautiful surroundings, and showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the territories of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast. Whatever hobby or interest you might enjoy, we have it right here. Hike the trails, get out in a kayak, try golfing, swimming, fishing, cross-country skiing, attend festivals, visit museums, go whale-watching, or any of the other recreational activities that are right at our doorstep. Big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your home.

Manager, Legislative Services Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the temporary full-time exempt position of **Manager, Legislative Services**. The position will manage the business affairs of the Legislative Services division, provide direction to divisional staff and perform a wide range of professional duties under tight deadlines. This role requires a high level of accuracy and confidentiality and will assist the Corporate Officer (CO) in the day-to-day management of operations within the Administration and Legislative Services Department, and may assume statutory duties per the Local Government Act in the absence of the CO. Further details can be found in the [job description](#) found at www.scrd.ca/careers.

Compensation and Benefits

This role is to cover a temporary vacancy of an unknown duration, anticipated to be a minimum of 4 months and possibly longer, pending the return of the incumbent; as such, the status is that of a casual and temporary nature. The **Manager, Legislative Services** has an hourly wage rate ranging from **\$58.02 up to a merit maximum of \$73.68**, working 35 hours per week. It also encompasses an additional \$3.05 per hour cash-in-lieu of benefits, offers 8% vacation pay, and after 30 days of employment the wage rate will include an additional 5% in lieu of statutory holiday pay. After 90 days of employment, casual employees, including those in temporary positions, are also eligible for up to 5 paid sick days for previously scheduled work. Depending on the role, let's also talk about mutually agreeable flexible work schedules, and our hybrid working environment. Please note that current regular employees of the SCRD who post into temporary vacancies will retain full benefit coverage.

How to Apply

We look forward to hearing from you! Please send a current resume and a cover letter **quoting the competition number** via [email](#) by the closing date and time shown above. **In the subject line of the email please include your name and the competition number.** The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest.

Contact: hr@scrd.ca or www.scrd.ca/careers

MANAGER, LEGISLATIVE SERVICES

REPORTS TO: Corporate Officer
APPROVED BY: Corporate Officer
EXEMPT (Y/N): Yes
SALARY LEVEL: Exempt Grid

DATE: September 2024
DIVISION: Legislative Services
DEPARTMENT: Administration and Legislative Services

Replaces: Manager, Legislative Services

Date: February 2023

SUMMARY: Reporting to the Corporate Officer (CO), the Manager, Legislative Services manages the business affairs of the Legislative Services division providing direction to divisional staff and performing a wide range of professional duties under tight deadlines, requiring a high level of accuracy and confidentiality. If appointed by the Board, acts as the Deputy Corporate Officer and Deputy Chief Election Officer, assisting the CO in the day-to-day management of operations within the Administration and Legislative Services Department, assuming the statutory duties per the *Local Government Act* in the absence of the CO.

KEY RESPONSIBILITIES *include:*

1. Assumes the Corporate Administration statutory duties per the *Local Government Act* in the absence of the CO.
2. Manages and provides leadership to Legislative Services divisional staff in accordance with the corporate performance engagement program, ensuring appropriate adherence and administration of the Collective Agreement, and conflict resolution.
3. Recommends and coordinates the development and amendment of bylaws to support SCRD functions and services.
4. Leads and manages SCRD's corporate policy program.
5. Recommends and drafts policies and procedures for operational matters relevant to the Legislative Services Division.
6. Supports the Corporate Officer in identifying emerging issues with policy, legislative changes and program implications for the Regional District.
7. Provides advice and recommendations with respect to Regional District legislative requirements, and bylaw interpretation.
8. Upholds and promotes corporate adherence to the SCRD's Records and Information Management program as required, to ensure the safekeeping of records and adherence to information and privacy legislation.
9. Acts as the Deputy Chief Election Officer with respect to conducting elections, by-elections, referenda, petitions and other elector approval processes.
10. Performs designated tasks associated with delivery of SCRD services information to the public and other functions as required.
11. Acts as a commissioner for taking affidavits.
12. Complies with, and promotes, safe work practices and procedures in support of a safe and healthy work environment.

TYPICAL ACTIVITIES *include:*

1. Leads the hiring, development, performance engagement, disciplinary process, and provision of overall work direction for Legislative Services divisional staff.
2. Researches and provides procedural advice for staff and elected officials regarding legislative matters.
3. Conducts research and analysis of corporate policies and legislation, evaluates relevance and legislative compliance, drafts policy options, and ensures a process for routine review, maintenance and updates of SCRD policies.
4. Drafts and consolidates bylaws in accordance with legislation and Regional District authority, coordinates bylaw reviews and drafting services with SCRD departments in the preparation of bylaws for new services and service amendments and works closely with Finance staff to include authority on tax requisition limits and fees and charges provisions.
5. Acts as a resource person and supports adherence to the corporate Information and Privacy Program goals and objectives.
6. Conducts elector approval processes as required.
7. Prepares for elections by compiling forms, booking voting places, preparing nomination packages for candidates, assisting with hiring and training of election officials, drafting notices, processing non-resident property elector applicants, and any other duties as delegated.
8. Attends meetings and provides procedural advice in the absence of the CO as required.
9. Prepares reports and recommendations for the CO on various corporate assignments as required.
10. Administers oaths, takes, and receives affidavits, declarations and affirmations as required.
11. Performs other related duties as directed by the CO.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Degree or completion of a Diploma in Public Administration, Local Government Administration or other relevant post-secondary discipline from a recognized institution.
- Minimum of five (5) years' recent related experience, including three (3) or more year's progressive experience with local government and legislative systems.
- Preference may be given to supplemental certification in public administration.
- An equivalent combination of education and experience may be considered.
- Valid BC Class 5 driver's license.

OTHER SKILLS/KNOWLEDGE

- Advanced knowledge of the *Local Government Act*, *Freedom of Information and Protection of Privacy Act*, *Community Charter*, and other related local government legislation.
- Strong communication skills, orally and in writing, including ability to concisely and accurately draft and format minutes, policies, bylaws, reports, and a variety of correspondence.
- Advanced proficiency in Microsoft Office Suite as well as Adobe Acrobat DC.
- Advanced knowledge of local government records management principles and best practices (electronic and physical record management systems).
- Ability to deal effectively with staff, elected officials and the public with tact and diplomacy with a strong focus on customer service, defusing sensitive situations in a tactful and professional manner.
- Excellent organizational, time management and priority assessment skills especially while under pressure.
- Highly organized with strong attention to detail and a sensitivity to the political and organizational environment.
- Can-do attitude able to meet challenges, problem-solve and handle pressure while maintaining a positive and focused outlook.