DEPUTY CORPORATE OFFICER (EXEMPT)

The District of North Saanich is seeking applications from motivated professionals to serve in the capacity of Deputy Corporate Officer.

Reporting to the Director of Corporate Services, this full-time exempt position is responsible for assisting the department in meeting the legislative requirements as set out in the Community Charter, Local Government Act, and other relevant statutes in the administration of those Acts. The Deputy Corporate Officer is required to perform a variety of professional administrative and corporate duties while maintaining a high degree of confidentiality.

To be considered for this role, applicants should have:

- A positive, energetic approach to work.
- Possess a Diploma in Public or Local Government Administration or equivalent combination of education and experience.
- 5 years’ work experience with a Local Government organization.
- Thorough understanding of legislative process including assisting with the processing of Freedom of Information requests.
- An extensive knowledge of livestreaming meetings, agenda and minutes preparation and comparable software programs.
- Well developed and organized time management skills.
- The position requires flexible working hours including weekends and evenings.
- Supervisory experience and training would be considered an asset.
- A valid Class 5 BC Driver’s Licence.

We offer an inclusive, team-based work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing and supporting professional development opportunities for our staff to achieve their career goals. The District offers a modified work week schedule and a competitive salary range for this position between $86,364 to $99,269.

More information on this opportunity is available on the District’s website at www.northsaanich.ca. The District of North Saanich offers a competitive compensation and benefits package. Interested applicants should forward their resumes in confidence, on or before 4:00 pm Friday August 11th, 2023, to:

Rachel Dumas – Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, BC V8L 5S9
careers@northsaanich.ca
Web: www.northsaanich.ca
DISTRICT OF NORTH SAANICH

Section Name: CORPORATE SERVICES

Position Title: DEPUTY CORPORATE OFFICER - EXEMPT

Effective Date: December 2021
Revised Date: July 2023
Reports to: Director of Corporate Services

Definition (Position Summary)

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

Key Job Duties:

- Performs the statutory duties of the Corporate Officer in a deputy capacity under the direction of the Director of Corporate Services.
- Prepares agendas for meetings of Council, Committee of the Whole and other meetings as required.
- Records and transcribes minutes for all meetings of Council and Committee of the Whole, including In Camera, Regular and Special meetings of Council, and other meetings, including District Advisory Commissions, as required.
- Actions follow up reports and correspondence relating to the direction of Council.
- Maintains records, monitors reports, policies, and bylaw amendments to maintain pertinent bylaws and ensures amendments are distributed to appropriate departments.
- Assists with preparation and review of bylaws, policies, contracts, leases, correspondence, and other paralegal work.
- Prepares non-routine correspondence when requested by the Director of Corporate Services.
- Serves as the District’s Deputy Chief Election Officer for elections and referenda under the Local Government Act.
- Performs the function of the FOI Coordinator and assists with the compilation, review and severing of documents requested under the Freedom of Information and Protection of Privacy Act.
- Conducts background research, collects information, and prepares staff reports on projects and initiatives, as required.
- Administers oaths and the taking of affidavits and declarations required to be taken in relation to municipal matters.
- Responds to public inquiries.
- Other duties as assigned.
Working Conditions:

Physical Effort:
- Sits with arms unsupported while keyboarding (frequent).
- Sustained concentration, accuracy, confidentiality, tact, and discretion.

Environment:
- Office environment
- 35 hours per week
- There are a number of deadlines and public interactions associated with this position.

Key Skills and Abilities:
- Experience utilizing agenda management software, records management software and databases (experience with iCompass, Infolinx, Docuware)
- Strong analytical skills, paired with excellent written and verbal communication skills.
- A thorough understanding of Council Meeting Procedures and Roberts Rules of Order.
- Critical thinking and creative problem-solving skills.
- Collaborative and open leadership style
- Persuasively communicates complex information to diverse audiences and upholds the reputation of the organization in communications with external agencies, elected officials, and the public.
- Proven effectiveness in clearly presenting written and verbal information, managing conflict and develop effective working relationships internally and externally to the organization.
- Excellent organizational skills and the ability to work on multiple projects or issues simultaneously and meet required deadlines.
- Ability to establish and maintain effective working relationships with staff, elected officials, commission members and the public with tact and diplomacy.
- Demonstrated ability to draft bylaws.
- Ability to provide effective team leadership and to undertake all facets of managing/ supervising staff with an ability to demonstrate a balance of managerial, administrative, and technical skills.
- Working knowledge of the LGMA Records Management Classification system.

Qualifications:

Education:
- Diploma preferably in Public or Local Government Administration
- CMC designation would be considered an asset.
- Certificate in Local Government Administration.

Experience:
- A minimum of five years practical experience in a local government setting.
- Equivalent combination of education and experience may be considered.

Job Provisos:
- May be required to perform additional duties as assigned by supervisor.
- Regular evening attendance at both Regular and Special Council/COTW meetings.