

JOB PROFILE

DEPUTY CORPORATE OFFICER

DATE REVISED: Sept 2021

Job Summary

Reporting to the Manager of Administrative Services/Corporate Officer, the Deputy Corporate Officer assists the Manager in fulfilling statutory and administrative responsibilities including planning, coordination and directing the efficient organization and operation of the Administration Department.

Primary Duties and Responsibilities

- Prepares and distributes Council and Committee meeting agendas, attends meetings, records proceedings, prepares minutes and correspondence or internal notifications as required arising from the meetings.
- Ensures that requirements for Council are met through adequate staffing for all meetings; distributes correspondence, minutes and reports for required action, processes enquiries, and responds to complaints.
- Maintains databases to aid in the management and retrieval of corporate records including Council and Committee minutes, bylaws, legal agreements and contracts.
- Ensures and maintains confidentiality as required in the conduct of all Council and departmental responsibilities.
- Performs research studies of an administrative and technical nature; drafts bylaws, policies, leases and agreements when required and prepares a variety of correspondence, reports and records.
- Provides information, interpretations and assistance to internal and external customers with respect to bylaws, city records, policies, procedures and the actions and decisions of Council and its Committees.
- Assists with election processes as required or directed; and in conjunction with the Manager of Administrative Services/Corporate Officer prepares all required materials, notifications, correspondence and other processes required to conduct local government elections.
- Provides records management services for the Administration Department, including managing the department's corporate and vital records by maintaining electronic and manual records inventories, applying the annual retention schedule and ensuring that records are properly classified, held and disposed of; assists City staff and members of the public in accessing records.
- Supervises the publication of statutory advertisements.
- Arranges for filing of notices, the registration of other legal documents and the release of those same documents from the land titles of private property as required under the *Local Government Act*, the *Community Charter* and the *Land Titles Act*.
- Coordinates and processes insurance claims, preparing documentation where necessary in response to both insurance claims and legal actions.
- Processes requests for records under the *Freedom of Information and Protection of Privacy Act*, including reviewing records, preparing same for release, preparing form letters and status reports.
- Acts as a Commissioner for taking affidavits and oaths, and certifies legal documents.
- Performs other duties as may be assigned.

Required Qualifications

Knowledge

- Considerable working knowledge of the Local Government Act, Community Charter and Freedom of Information and Protection of Privacy legislation, statutes and other relevant legislation, regulations and policies applicable to the work performed.

- Considerable, working knowledge of legal documents including but not limited to lease agreements, contracts, easements, statutory rights of way and other land title documentation.
- Considerable, working knowledge of Council, Committee and related practices, procedures and legislated requirements.
- Considerable, working knowledge of local government elections, by-elections and other voting opportunities.

Ability to:

- Edit and proofread including oral and written communication skills.
- Perform analytical and problem solve.
- Carry out technical research studies, prepare reports and write complex correspondence.
- Support bylaw and policy preparation.
- Prepare agendas and transcribe minutes.
- Maintain and control access to a variety of confidential, restricted and protected status files, records and documents.
- Exercise tact, discretion and sound judgement.
- Deal effectively and courteously with customers, elected officials, representatives of organizations, provincial and local governments and other City staff by delivering a high standard of customer service.
- Work independently, initiate action and exercise own initiative in establishing goals and objectives in the workplace.
- Demonstrate proficiency in a computerized environment including Microsoft Excel, Word, PowerPoint, email and content management systems.

Required Qualifications

- Diploma in Local Government Administration, Business Administration, Public Administration or Law.
- A minimum of three (3) years' experience in a local or regional government setting.

OR equivalent combination of training and experience as determined by the City of Parksville.

Must be willing and able to work flexible hours, including evenings and weekends to attend Council meetings and events or meet work deadlines as required.

The above is a general description of the key functions of this job and is not a detailed description of all job duties.