

Job Summary

Reporting to the Chief Administrative Office (CAO), the Director of Administrative Services is a senior leadership position responsible for managing the municipality's administrative functions, while also leading initiatives related to risk management, corporate policy refinement, and project management. This position will play a key role in identifying and mitigating organizational risks, ensuring legal and legislative compliance, and improving overall operational efficiency. The Director will work closely with departments and external stakeholders to implement initiatives, improve processes, and maintain compliance with local, provincial, and federal regulations. The Director will be a key advisor to the Senior Leadership Team and City Council, providing strategic recommendations and reports on emerging municipal issues, legislative requirements, and best practices.

Primary Duties and Responsibilities:

- Responsible for assisting the Chief Administrative Officer with the development and implementation of the Corporate Work Plan, monitoring its progress, and providing regular updates to the Senior Leadership Team and City Council.
- Act as a key advisor to the CAO, Senior Leadership Team, Mayor and Council on administrative matters, risk mitigation strategies, and emerging trends affecting the municipality.
- Assist in facilitating Council orientation and long-term strategic planning initiatives.
- Oversee and provide expert advice on complex Freedom of Information (FOI) requests.
- Identify, evaluate, and control potential risks that could impact the City, people, property, or the environment. Mitigate these risks through various processes and strategies, ensuring safety and compliance with bylaws and senior government statutes and regulations.
- Review corporate policies, guidelines and bylaws from a risk management perspective, and ensure they follow best practices, mitigate potential liabilities, and effectively manage legal and financial risks.
- Stay up to date on, and advise the senior leadership team about, relevant case law, common law, judicial review and procedural fairness practices, and participate as required in tribunal processes.
- Lead the development and implementation of a corporate records management system using Local Government Management Association (LGMA) standards, ensuring effective data retention, security, and compliance with applicable laws.
- Identify metrics and perform data analysis to determine corporate needs, including evaluating software and system thresholds and identifying requirements to improve operational efficiency.
- Lead and manage corporate projects from conception to completion, ensuring project goals, timelines, and budgets are met.
- Provide project management oversight on corporate initiatives, ensuring alignment with strategic priorities and efficient use of resources.

- Conduct research and develop strategies to address legislative changes, legal precedents, and emerging municipal issues. Provide comprehensive reports, analysis, and briefings on these matters for the consideration of the Senior Leadership Team and Council.
- Represent the City and Chair committees as required.
- Engage and consult with external stakeholders as necessary (e.g. federal/provincial government; external agencies; local government representatives)
- Demonstrate proven experience in all aspect of budget development, management, and reporting.
- In emergency situations, acts as a key member of the Emergency Operations Centre.
- Performs additional duties as necessary and directed by the CAO.

Knowledge:

- Extensive knowledge of BC municipal principles and practices, municipal policy development, municipal computer software and budget practices.
- Sound understanding of BC legislation, provincial and federal laws, regulations, and policies pertaining to municipal governance including the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act* and related statutes, BC Employment Standards, Human Rights code, and other various regulations, and precedents respecting local government management and operations.
- Sound understanding of Roberts Rules of Order and experience in the proper conduct of Council meetings.
- Awareness of Council, Committee and related official body practices, procedures, and functions.
- Experience with contract management, procurement case law, and legal principles related to expenditure of tax payer funds.
- Demonstrated experience preparing and managing operational budgets and effective control of spending within the department and corporately.
- Experience with leading municipal elections processes.
- Familiar with requirements and tools to maintain confidentiality and protect sensitive information.
- Experience in developing and implementing corporate records management systems, using LGMA standards.

Ability to:

- Interact effectively with Council, staff, and the public, verbally and in writing, as well as the ability to exercise tact and diplomacy.
- Effectively lead, coach and direct a multi-function department.
- Make sound judgments and decisions in keeping with management's strategic objectives and customer (internal/external) service philosophies.
- Multi-task, meet competing deadlines and successfully meet complex challenges through strong organizational and human resource management skills.
- Compile complex and concise technical reports in an understandable manner.
- Interpret and provide sound guidance on a variety of complex legislative issues.
- Recognize and identify potential issues and assess implications to the organization.
- Display a well-defined sense of diplomacy, including negotiation, conflict resolution, and people management skills.

- Exceptional interpersonal, communication, presentation, facilitation, negotiation, problem solving, decision making, leadership and general management skills.
- Demonstrable working knowledge of Microsoft Office; strong computer skills in accounting software, complex spreadsheets, work order systems, other related complex data entry and word processing.

Required Qualifications:

- Master's degree in business administration, Public Administration, or a related field.
- Certification in Risk Management (CRM) is preferred.
- Demonstrated experience in Project Management.
- Board of Examiners Certificate in Local Government Statutory Administration is an asset.
- Minimum of ten (10) years of progressively responsible municipal experience, including personnel management in a unionized setting, and high-level senior management experience in corporate administration, legislative services, or a related field within a local government.

An equivalent combination of education and experience in local government and/or private industry may be considered.