



Central Coast

REGIONAL DISTRICT

Department: Administration

Status: Exempt (full-time)

Salary: TBD

Reports to: Chief Administrative Officer

Date: May 2022

Position Summary:

As part of the Senior Management Team, the Deputy Corporate Officer provides support to the Chief Administrative Officer, Chair and Board of Directors, and senior management by performing a variety of complex and confidential administrative duties associated with relevant municipal legislation, corporate records management, and Board/Committee processes and protocols.

This position is also responsible for Records Management and IT and supports Land Use Planning.

Key Job Duties & Responsibilities:

- Advise Chair & Board on the proper conduct of all meetings of the CCRD Board;
- Attend Board meetings and provide recommendations to the Board and staff on parliamentary and legislative procedures, general legal and risk management matters;
- Reviews policies and procedures surrounding legislation; creates new policies resulting from legislative changes; and ensures legislative deadlines are met;
- Manage and schedule Board and other organizational meetings, including overseeing the preparation of meeting agendas and minutes, and Board reports;
- Responsible for administering, updating and development of bylaws, contracts/agreements, and policies/procedures;
- Manage, protect, and preserve the CCRD's records management system in accordance with the LGMA Records Management System;
- Responsible for the administration of elections (note: a contract CEO has been obtained for the 2022 elections);
- Provides Human Resources support by assisting other departments in the hiring of staff and, maintain job descriptions;
- Manage information technologies contract and oversee IT projects;
- Act as the development planning liaison for CCRD;
- Provide oversight to grant writer and reporting requirements, with the objective to maximize grant revenues to the CCRD;

- Oversee customer service and public correspondence including drafting complex letters, reports and memorandums on a variety of issues at the direction of the CAO;
- Provide assistance to the CAO in the implementation of the directives of the Directors;
- Process freedom or information requests ensuring Freedom of Information Act and Protection of Privacy Act compliance;
- Administer oaths and takes affirmations, declarations and affidavits required to be taken under the Community Charter or any other Act in relation to municipal matters;
- Supervise and assign work to the Administrative Assistants & Reception, including coordinating administrative and clerical support to other departments;
- Practice and adhere to WorkSafeBC and CCRD's policies and procedures;
- Perform additional duties as directed by the CAO

Qualifications & Experience:

- Degree in Public or Business Administration, a certificate in Local Government Administration or a related field;
- Extensive progressive experience at leadership level in public sector corporate administration;
- Previous experience in Human Resources management, preferably in a unionized environment
- Thorough understanding and working knowledge of BC Municipal Legislation including the Community Charter, Local Government Act, Freedom of Information & Protection of Privacy Act and Roberts Rules of Order as they pertain to the Deputy Corporate Officer role;
- Thorough understanding and working knowledge of the Information Technology function within a Municipal environment; and experience in establishing digital agendas/minutes software, preferably Escribe.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail;
- Ability to maintain positive relations with the public, coworkers, various committees, Directors and senior levels of government;
- Proficient computer skills, databases, Microsoft Office Suite
- Strong organizational skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines;
- Experience in municipal elections is an asset;
- Excellent written and verbal communications skills;
- Supervisory experience.