

DTR Job Description



Position Title: Deputy Corporate Officer

Department: Administration

Reports To: Director of Corporate Services

Date: January 31, 2017

Job Purpose/Summary:

The Deputy Corporate Officer is a professional level administration position which involves a wide range of responsibilities carried out under strict deadlines. Including; assisting the organization with statutory duties and administrative tasks as set out in the Community Charter and in the conduct of municipal elections, serving as Deputy Information and Privacy Coordinator, recording and transcribing meeting proceedings and preparing a variety of documents including agendas for Council and Committee meetings.

The Deputy Corporate Officer will act as Corporate Officer when required and will serve as Deputy Chief Election Officer.

The Deputy Corporate Officer is responsible for protecting confidential information and is expected to exercise courtesy, tact and diplomacy in the exchange of non-routine information with other District employees and the general public.

Examples of Work:

1. Assists in coordination of Council functions, receptions, conferences, meetings and seminars
2. Coordinate travel arrangements and accommodations for Council
3. Layout and preparation of District newsletter (Ridge Report) for District-wide distribution
4. Responsible for the regular update of the Administration sections of the Tumbler Ridge website
5. Responsible for the Records Management maintenance including the coordination of the annual purge
6. Functions as departmental secretary, makes appointments, relays calls, takes messages and composes routine correspondence
7. Capable of working independently and meeting deadlines
8. Performs a variety of clerical work including maintaining records, files and correspondence and leases as required.
9. Word processing of technical correspondence, legal documents, agendas, reports minutes of Committee and Council meetings
10. Research for special projects and ongoing departmental functions
11. Meeting reminders for Council and various committees

Knowledge, Skills and Requirements:

1. Minimum of five years municipal experience in an administrative role and progressing towards the possession of a Certificate in Local Government Administration, or an Intermediate Certificate in Local Government, or certification as Municipal Clerk (CMC).
2. Substantial knowledge of principles and practices of the Corporate Officer's office, including agenda management and preparation, records management and the legislative process
3. Considerable knowledge of the Community Charter, Local Government Act, Freedom of Information of Privacy Act, District Bylaws, statutes and other relevant legislation, regulations and policies.
4. Ability to access and analyze data, draw conclusions and problem solve and understand complex situations
5. Ability to take meeting minutes and advise on meeting procedure

6. Effective written and oral communication skills – organize, compile, and maintain complex and extensive records, prepare reports, correspondence, procedures, and other written materials.
7. Ability to establish effecting working relations with elected officials and work collaboratively with staff at all levels of the organization utilizing discretion and good judgement in difficult and sensitive situations
8. Ability to work with and keep information confidential
9. Excellent customer service and advanced computer skills are essential
10. Skill in producing neat, accurate and speedy word processing from rough notes
11. Considerable knowledge of business English and punctuation, competent office procedure skills
12. Knowledge of Council and Committee procedures and familiarity with the government regulations concerning local government activities
13. Computer experience, competency with Microsoft Word, Microsoft Publishing, and Excel
14. Proven public relations and decision-making skills

Working Conditions:

1. Work schedule will normally be Monday to Friday within the hours required to ensure effective performance. Entitled to the benefits and conditions of employment as approved by Council.

***A CRIMINAL RECORD CHECK WILL BE COMPLETED