

# DTR Job Description



**Position Title:** Deputy Corporate Officer

**Department:** Administration

**Reports to:** Director, Corporate Services

**Date:** August 31, 2022

## Job Purpose/Summary:

The Deputy Corporate Officer is a professional level administrative position entailing a variety of responsibilities, executed within tight deadlines. Duties include assisting the organization with statutory duties and administrative tasks, pursuant to 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 Services Director 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:

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1. Assists in coordination of Council functions, receptions, conferences, meetings and seminars;
2. Coordinate travel arrangements and accommodations for Council, when required;
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;

## Knowledge, Skills and Requirements:

### Education/Qualifications:

#### *Experience:*

Minimum of five (5) years municipal experience in an administrative role.

#### *Training:*

Completion (or progression) in Local Government Management Association (LGMA) certification program;  
or  
An Intermediate Certificate in Local Government;  
or  
Certification as Municipal Clerk (CMC).

A combination of experience and training will be considered.

#### *Skills and Abilities:*

1. Knowledge of principles and practices of the Corporate Officer's position, including agenda management and preparation, records management and the legislative process;
2. Knowledge of the Community Charter, Local Government Act, Freedom of Information of Privacy Act, District Bylaws, statutes and other relevant legislation, regulations and policies;
3. Knowledge of business English and punctuation, competent office procedure skills;

<p>9. Word processing of technical correspondence, legal documents, agendas, reports minutes of Committee and Council meetings;</p> <p>10. Research for special projects and ongoing departmental functions; and</p> <p>11. Facilitate meeting reminders for Council and various committees.</p> <p><b>A SATISFACTORY CRIMINAL RECORDS CHECK IS REQUIRED</b></p>	<p>4. Knowledge of Council and Committee procedures and familiarity with the government regulations concerning local government activities;</p> <p>5. Ability to access and analyze data, draw conclusions and problem solve and understand complex situations;</p> <p>6. Ability to record meeting minutes and advise on meeting procedure;</p> <p>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;</p> <p>8. Ability to work with and keep information confidential;</p> <p>9. Ability to producing neat, accurate and speedy word processing from rough notes;</p> <p>10. Effective written and oral communication skills – organize, compile, and maintain complex and extensive records, prepare reports, correspondence, procedures, and other written materials;</p> <p>11. Excellent customer service and advanced computer skills are essential;</p> <p>12. Demonstrated computer experience, competency with Microsoft Word, Microsoft Publishing, and Excel; and</p> <p>13. Demonstrated public relations and decision-making skills.</p>
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**Other information:**

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed at any time at the discretion of management. **Changes will not be considered a breach in employment contract.**

**Core Values:**

Every employee is expected to demonstrate commitment to the following core values:

- Safety
- Integrity
- Personal Responsibility
- Team Work
- Respectful Workplace
- Inclusiveness