

JOB DESCRIPTION

POSITION: Corporate Officer

DEPARTMENT: Administration

SUMMARY:

Reporting to the Chief Administrative Officer, the Corporate Officer manages all functions related to the statutory duties and responsibilities of the position of Corporate Officer.

The Corporate Officer is responsible for all general administrative services of the Village. Specifics include preparation of Council meeting agendas and minutes, attending Council meetings and public hearings and preparation of minutes and/or records of same; interprets bylaws, policies and procedures; responds to Freedom of Information and Protection of Privacy requests; management of the Corporate Records Management System and municipal elections. The position is also responsible for all communications to the public including the preparation of press releases, newsletters, brochures, web page and facebook updates and other methods of public communication.

DUTIES AND RESPONSIBILITIES:

Council

1. Ensure the proper preparation and distribution of Council agendas including *in camera* meetings;
2. Ensure that accurate minutes of the meeting of Council and its committees are prepared;
3. Ensure that the minutes, bylaws and other records of the business of Council and its committees are maintained and kept safe;
4. Ensure access is provided to records of Council and its committees;
5. Certify copies of bylaws and other documents;
6. Ensure follow-up correspondence prepared after Council meetings;
7. Maintain Council follow-up reports;
8. Schedule appointments for the Mayor and Council as required;
9. Manage Council correspondence and distribution of information;
10. Attend *in camera* Council meetings, prepares and distributes minutes and correspondence, prepares and files in-camera excerpts and maintains strict confidentiality;
11. Act as an administrative liaison for Council Committees;
12. Processes Council grant/grant-in aid requests and maintain records of same.

Administration

1. Administration of the corporate records management systems;
2. Maintain official records including confidential documents;
3. Assist in drafting contracts, leases, agreements, bylaw and policy documents for consideration by Council;
4. Assumes leadership role in Bylaw Enforcement and associated activities;
5. Update the Village's policy and procedure manuals as necessary;

6. Responds to inquiries under the Freedom of Information and Protection of Privacy Act;
7. Investigates grant funding opportunities and assists with grant applications;
8. Assists the Village's Management Team with administration of the Collective Agreement as well as other labour relations matters including, but not limited to, arranging interviews, vacation scheduling, scheduling of employees as well as preparing and maintaining personnel records and files;
9. Administer oaths and take affidavits, affirmations, and declarations required to be taken relating to the Village;
10. Signing authority for the Village;
11. Keep the corporate seal and affix it to documents as required.

Public Relations

1. When required, organizes and administers civic functions, receptions and celebrations and other public relations duties as required;
2. Assist the Village's Management Team with all communications for the Village, including directing the preparation and publishing of notices in the local newspaper, directing the preparation and publishing of newsletters and other forms of written communication, administering the updating of the Village website and Facebook page, which includes directing subordinate staff as required, as well as any coordination and planning for other communication tools.

Other

1. Undertakes, researches and assists in special projects as may be assigned from time to time by the Chief Administrative Officer;
2. Serve as the Chief Elections Officer;
3. Carries out additional duties and functions as may be assigned by the Chief Administrative Officer;
4. Other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor:	Chief Administrative Officer
Supervises:	Administrative Clerks and Assistants

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education:	Grade 12 Diploma or equivalent University degree in a field related public administration
Experience:	Minimum 3 years relevant work experience in Local Government. Preference given to those working towards Certified Municipal Clerk (CMC) Program; Working knowledge of the B.C. Local Government Act and Community Charter
Licences/Certificates	Valid Class 5 BC Driver's Licence
Skills and Abilities	Excellent public relations skills, tact and judgement

Excellent interpersonal skills

Excellent computer skills, including Microsoft Word, Excel, Outlook and PowerPoint.

Physical ability to carry out the duties of the position.

Ability to operate related equipment.

Ability to prioritize work and multitasks in a busy environment

Familiarity with related municipal policies and procedures

Willingness to work flexible hours and attend workshops and/or take related courses.