

## TOWN OF VIEW ROYAL

### JOB DESCRIPTION

#### DIRECTOR OF CORPORATE ADMINISTRATION

##### General Summary

Reporting to the Chief Administrative Officer, the Director of Corporate Administration is responsible for the provision of administrative services for the Town, including the overall leadership of the Corporate Administration Department. As the appointed Corporate Officer, the Director of Corporate Administration adheres to the responsibilities identified in Section 148 of the *Community Charter*.

##### Duties and Responsibilities

1. Provides supervision, management and leadership of Corporate Administration staff, including development of work plans, performance management, and staff mentoring;
2. Responsible for the provision of administrative services for the Town including reception, general clerical support, and office management;
3. Directs the preparation of the annual operating and capital budgets for the Corporate Administration department; monitors budget expenditures; develops grant proposals for regular and special projects;
4. Drafts and executes bylaws, contracts, agreements, resolutions and reports on various matters before Council;
5. Supports the provision of certified copies of bylaws and other documents as required;
6. Acts as a Commissioner of Taking Affidavits, administering oaths and taking affirmations, affidavits and declarations as required;
7. Produces notices and documents that are required or permitted to be given, served on, filed with or otherwise provided by the municipality;
8. Maintains custody of the Corporate Seal, processes official documents related to land transactions, contracts, leases and agreements;
9. Keeps current on legislative changes that affect local government and acts as an advisor to Council and staff on legal and procedural matters in relation to legislative requirements;
10. Ensures requirements are met regarding the processing of bylaws including overseeing advertising, service notices, legal documents, naming and numbering, consolidation, and permanent retention as required by provincial statute;
11. Provides advice to members of Council, Council committees, and municipal staff, regarding interpretation of bylaws, meeting protocols, procedures and rules of order, and legislative requirements;
12. Oversees all aspects of corporate records management for the Town, including the safeguarding of the Town's vital records such as minutes, bylaws, contracts and agreements;
13. Oversees the preparation and distribution of agendas, meeting notices, and supporting information for all meetings of Council, Committees of Council;
14. Supervises the operation of the webcasting software and the agenda solutions software for meetings, acting as program Administrator;

15. Attends meetings of Council and Council Committees, and other meetings as required; ensures meetings are conducted according to the Procedure Bylaw and makes observations, suggestions and recommendations on statutory matters;
16. Makes presentations to Council and Council committees regarding studies, projects, policies, programs and budgets;
17. Ensures accurate minutes of Council and committee meetings are prepared and distributed;
18. Keeps senior management informed of actions arising from minutes that may require Council or special administrative follow up;
19. Oversees the municipal elections processes pursuant to the *Community Charter, Local Government Act and Elections Act*; directs the preparation and coordination of municipal elections and referenda, oversee contractors and volunteers, and orders necessary equipment and supplies for automated voting.

### **Knowledge, Skills and Abilities**

1. Working knowledge of the *Local Government Act, Community Charter, Freedom of Information and Protection of Privacy Act*, and other statutes, laws, regulations and precedents relating to municipal administration;
2. Knowledge of municipal practices and procedures, including Council and committee procedures;
3. Superior written skills, particularly in the area of drafting bylaws, policies, minutes, resolutions, contracts and agreements;
4. Excellent leadership, management and communication skills.

### **Required Qualifications**

1. Undergraduate degree in Public Administration or related post-secondary education or an equivalent combination of education and experience;
2. Minimum five (5) years' local government experience, including at least two (2) years of supervisory experience;
3. Considerable experience in municipal corporate administration, or equivalent combination of training and experience.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the incumbent might differ from those outlined in the job description and other duties, as assigned, might be part of the job.

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Scott Sommerville  
Chief Administrative Officer