

TOWN OF VIEW ROYAL

JOB DESCRIPTION

DEPUTY CORPORATE OFFICER

General Summary

The Deputy Corporate Officer provides legislative and administrative support to the Director of Corporate Administration (DCA) and Council, ensuring compliance with the *Community Charter*, *Local Government Act*, and related legislation. The Deputy Corporate Officer assists with preparing agendas and minutes, administering bylaws, supporting elections, and providing guidance on procedural matters.

Duties and Responsibilities

1. Assists the DCA with overseeing Council and Committee processes, including meeting agendas and minutes, legal notices, notifications, bylaws, correspondence and providing parliamentary and procedural advice to Council and Committee members;
2. Prepares agendas for all meetings of Council and Committee of the Whole, including gathering reports, documentation, and supporting materials;
3. Coordinates meeting logistics and public notifications in compliance with legislation;
4. Ensures the accurate and complete recording and preservation of meeting minutes for meetings of Council, Committee of the Whole and public hearings;
5. Attends Council, Committee of the Whole meetings and public hearings as required;
6. Recruits advisory committee and Board of Variance members and maintains records of committee appointments, and outside agencies requiring appointments by Council, compiles Council appointment list;
7. Acts as the program administrator for the Town's agenda management software;
8. Liaises with and provides administrative services to Council and Committee members as required;
9. Receives and responds to inquiries and correspondence from the public and other organizations, and advises on Town policies, bylaws, regulations, and Council and Committee processes and procedures;
10. Prepares and distributes correspondence advising of Council decisions and actions required to affected stakeholders and the public;
11. Informs senior management of action arising from minutes that require Council or administrative action;
12. Assists in the drafting, processing, review, execution and maintenance of bylaws, policies, contracts, agreements, and resolutions, and ensures timely registration and publication of bylaws and legal notices;
13. Assists in overseeing the maintenance of corporate records in accordance with records management policies, particularly in the preservation and safe keeping of vital records;
14. Facilitates public access to official documents and ensures transparency in decision-making;
15. Collects and organizes annual financial statements;
16. Manages the authorized subscriber memberships with LTSA;
17. Assists the DCA with researching and executing special projects;

18. Acts as Commissioner for Taking Affidavits, administering oaths and declarations as required by statute;
19. Assists the DCA in the preparation of the annual budget for the department;
20. In the absence of the DCA, assumes the statutory responsibilities as delegated under Section 148 of the *Community Charter*;
21. Acts as the Deputy Chief Election Officer for municipal elections and/or referenda;
22. Assists the Chief Election Officer with all aspects of municipal elections and/or referenda;
23. Oversees the publication of all required notices, advertisements and election materials.

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. Ability to work with limited supervision in a position requiring a high degree of accuracy, efficiency, diplomacy and confidentiality;
4. Superior written skills, particularly in the area of drafting bylaws, policies, minutes, resolutions, contracts and agreements;
5. Ability to exercise considerable independent judgment, initiative, tact, courtesy and diplomacy in processing assignments and dealing with the public;
6. Excellent leadership, management and communication skills;
7. Sound knowledge and experience with records management practices and procedures;
8. Advanced ability and experience with computer technology including the Microsoft Platform (Word, Excel, Power Point, Outlook, Teams, SharePoint, etc.) and website management software;
9. Ability to prioritize workloads with competing interests, and able to adapt readily to rapidly changing demands and circumstances.

Required Qualifications

1. Grade 12 education, plus a post-secondary diploma/degree in public administration or business administration preferred;
2. Minimum five (5) years senior secretarial experience, preferably in a local government setting;
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.



Scott Sommerville
Chief Administrative Officer