



DISTRICT OF CLEARWATER
Job Description

Job Title	Deputy Corporate Officer	Department	Corporate Services
Reports To	Chief Administrative Officer	Job Classification	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Pay Band/Grid		Job Grouping	Administration
FTE Designation	1.0 FTE (full-time, Permanent)	Job Description Status	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
Benefits	<p>1. Health & Wellness <input checked="" type="checkbox"/> Extended Health <input checked="" type="checkbox"/> Dental <input checked="" type="checkbox"/> Sick Leave <input checked="" type="checkbox"/> LTD <input checked="" type="checkbox"/> EAP <input checked="" type="checkbox"/> AD&D <input checked="" type="checkbox"/> Health Spending Account <input checked="" type="checkbox"/> Personal Life & Dependent Life Insurance</p> <p>2. Pension Plan Options <input checked="" type="checkbox"/> Define Benefit Pension Plan <input type="checkbox"/> Define Contribution Pension Plan (RRSP)</p> <p>3. Training and Professional Development <input checked="" type="checkbox"/> Professional and Technical Certificate Renewal <input checked="" type="checkbox"/> Tuition Reimbursement <input checked="" type="checkbox"/> Training and Development Programs</p>		

Supervision	<input type="checkbox"/> No, this position does not have direct reports. <input checked="" type="checkbox"/> Yes, this position manages: <ol style="list-style-type: none"> Administrative and Communications Assistant Manages various Contractors and Service Providers, i.e., IT Services
Job Purpose	<p>Reporting to the Chief Administrative Officer, the Deputy Corporate Officer (DCO) serves as a member of the Senior Management Team and plays a key role in providing leadership in the areas of legislation compliance, governance, communications, information technology and the environment.</p> <p>The incumbent will be detail oriented, provide policy and legislative advice to Council, CAO and the Senior Management Team. They will work with the Administrative and Communications Assistant to ensure an effective Corporate Services department. They will manage sensitive and confidential files appropriately and demonstrate a high level of initiative, consistency, diplomacy, confidentiality, and sound judgement.</p> <p>The Deputy Corporate Officer is responsible for managing the District’s records management system, facilitate and document Council meetings, manage District</p>

	of Clearwater bylaws and policies, manage freedom of information(FOI) requests, manage information technology and communications and serve as the Chief Elections officer.
Responsibilities	<p>Corporate Services:</p> <ol style="list-style-type: none"> 1. Oversee the preparation of Council, Committees, and Working Groups agendas, meeting minutes, resolutions, bylaws, and follow-up action items. 2. Ensure accurate and timely publications of agendas, notices, and public records in compliance with legislative or public policy requirements. 3. In conjunction with the CAO and members of the Senior Leadership team, ensure the calendars of Council and the Corporate Services department are up-to-date and accurate. 4. Develop detailed, balanced, and accurate reports for Council. 5. Accurately prepare, distribute, and track assignments arising from Council and Committee meetings to appropriate department heads/staff. 6. Attend all Council Meetings and other meetings as required. 7. Coordinate the execution, certification, and archiving of legal documents including contracts. 8. Oversee the development of draft letters, contracts, leases, bylaws, procedures, policies for consideration by the CAO, Senior Leadership Team, or Council. 9. Coordinates information and correspondence intended for public release or third parties for Mayor and Council or members of the Senior Management Team through the CAO as applicable. 10. Provide advice and guidance to elected officials, the CAO, Senior Leadership Team, and staff on governance, procedural rules, and proper interpretation of bylaws, policies and procedures. 11. Foster a culture of innovation, continuous improvement, and collaboration as a core value. This includes performing ongoing reviews of programs and services and making recommendations for change to Council. 12. Provides policy advice and support to Council and Committees by coordinating agendas, ensuring the required information is provided, making recommendations for changes in programs and services, providing commentary on the achievement of goals and objectives and attending meetings. 13. Act as a Commissioner for taking affidavits, certifying official documents, determining adequacy of petitions, etc. 14. Ensure notice provisions under the Community Charter, Local Government Act, or bylaws of the District are followed. <p>Record Management, Communications, and Information Services:</p> <ol style="list-style-type: none"> 15. Develop, implement, and manage a comprehensive records management and information system for the District inclusive of policies, procedures, training, and practices to ensure efficient, effective, and compliant handling of all municipal records. 16. Oversee the maintenance, preservation, destruction, accessibility or security of records, including digital and physical format in accordance with the Freedom of Information and Protection of Privacy Act. 17. Establish and maintain processes for responding to FOI requests, privacy breaches, and privacy impact assessments while serving as the FOI lead.

	<p>18. Responsible for the District's Information Technology services, infrastructure, and systems in collaboration with appointed third-party agents to support the overall District IT needs.</p> <p>19. Provides support on outgoing communications including general email notifications, web and social media updates.</p> <p>20. Develop, manage, and maintain registries, templates, consolidation processes for bylaws, policies, and contracts for the District.</p> <p>Elections:</p> <p>21. Serve as Chief Election Officer or Deputy Chief Election Officer as designated.</p> <p>22. Coordinate, organize, conduct, and follow-up on municipal elections, petitions, and referendum.</p> <p>Climate Change:</p> <p>23. Monitor, track, and report on the District's performance for meeting approved GHG targets and facilitate provincial reporting where required.</p> <p>Other:</p> <p>24. Cultivate a positive relationship based on transparency, trust, and integrity with the CAO, Senior Management Team, Mayor and Council and other important stakeholders such as other orders of government, community groups, agencies, societies, etc.</p> <p>25. Manage BC Transit contract and day-to-day operations.</p> <p>26. Administrative management of the Cemetery.</p> <p>27. Completes other duties or special projects as assigned by the CAO from time to time.</p>
<p>Education & Certifications</p>	<ul style="list-style-type: none"> • Certificate, Diploma, or degree in Local Government Administration, Public Administration, Business Administration, Law/Justice/Criminology, Politics or Indigenous Governance or other relevant discipline is required or equivalent relevant work experience. • Training in computer sciences is an asset. • Freedom of Information and Protection of Privacy Training is an asset. • Relevant graduate or postgraduate education will be considered an asset.
<p>Experience and Skills</p>	<ul style="list-style-type: none"> • A minimum of 5 years senior administrative/managerial experience required with preference to experience in government (Local, Provincial, Indigenous, or Federal) or other public sector setting. • Knowledge of I-Compass meeting management software is a strong asset. • Knowledge of or experience with parliamentary procedure will be considered an asset. • Comprehensive knowledge and experience with the Community Charter, Local Government Act and other relevant legislation. • Demonstrated experience in the ability to interpret bylaws, regulations and procedures. • Fluent with computer literacy including, Microsoft Office, back-end web functions, social media and information technology.

	<ul style="list-style-type: none"> • Superior written and verbal communication skills including the ability to deliver effective presentations to internal and external stakeholders. • Skilled in Council meeting protocols and procedures and ability to exercise professionalism, tact and diplomacy when working with elected officials, staff and the public. 																								
Competencies	<table> <tr> <td>1. Leading People & Culture</td> <td><input type="checkbox"/> Low</td> <td><input type="checkbox"/> Med</td> <td><input checked="" type="checkbox"/> High</td> </tr> <tr> <td>2. Problem Solving/Triaging/Critical Thinking</td> <td><input type="checkbox"/> Low</td> <td><input type="checkbox"/> Med</td> <td><input checked="" type="checkbox"/> High</td> </tr> <tr> <td>3. Conflict Management & Dispute Resolution</td> <td><input type="checkbox"/> Low</td> <td><input type="checkbox"/> Med</td> <td><input checked="" type="checkbox"/> High</td> </tr> <tr> <td>4. Governance/ Parliamentary Procedures</td> <td><input type="checkbox"/> Low</td> <td><input type="checkbox"/> Med</td> <td><input checked="" type="checkbox"/> High</td> </tr> <tr> <td>5. Budgeting, Financial Management</td> <td><input type="checkbox"/> Low</td> <td><input checked="" type="checkbox"/> Med</td> <td><input type="checkbox"/> High</td> </tr> <tr> <td>6. Communication & Presentation Skills</td> <td><input type="checkbox"/> Low</td> <td><input type="checkbox"/> Med</td> <td><input checked="" type="checkbox"/> High</td> </tr> </table>	1. Leading People & Culture	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input checked="" type="checkbox"/> High	2. Problem Solving/Triaging/Critical Thinking	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input checked="" type="checkbox"/> High	3. Conflict Management & Dispute Resolution	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input checked="" type="checkbox"/> High	4. Governance/ Parliamentary Procedures	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input checked="" type="checkbox"/> High	5. Budgeting, Financial Management	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Med	<input type="checkbox"/> High	6. Communication & Presentation Skills	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input checked="" type="checkbox"/> High
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Work Environment	<ul style="list-style-type: none"> • Office environment • 35 hours per week with flexible hours • May be called upon to support during an emergency within the District. • A successful Police Information Check is contingent for employment. 																								

REVIEW SIGNATURES			
Department Director		DATE	
CAO		DATE	