



Corporate Services Coordinator Job Description

NATURE AND SCOPE OF WORK:

Reporting to the Director of Corporate Services, the Corporate Services Coordinator performs a wide-range of responsibilities that are carried out under tight deadlines. The position assumes corporate administrative and other duties including but not limited to, preparing Council Committee agendas and minutes, preparing correspondence arising out of Council decisions; preparing Council meeting agendas and information packages; preparing bylaws and reports; renewal of legal documents including contracts and leases; assisting Council and senior management in administering municipal policies and procedures; as well as election duties as required. This position oversees the implementation of the records management program and plays an integral role in creating and managing communications materials, consistent with Council's Strategic Plan.

TYPICAL DUTIES AND RESPONSIBILITIES:

Prepares Committee agendas, minutes, action reports and correspondence and other documents resulting from Committee decisions and enactments, including those that are confidential in nature.

Coordinates and controls the flow of information to and from Council Committees and disseminates information, resolutions, decisions, directives and correspondence arising from the committee meetings to Council, City staff, the media and the general public. Establishes and manages the Committees' annual budgets. Manages special projects as directed by the Council Committees, such as tourism or totem related initiatives. Also responsible for liaising with the Downtown Duncan BIA on Tourism related projects.

Schedules Mayor or Acting Mayor attendance at special events, ceremonies and celebrations, as well as booking and organizing Council members' conference attendance.

Oversees the safe care and keeping of all municipal records and the continued development and maintenance of the records management program for the City. Assist the Director of Corporate Services with legislative compliance (FOIPPA). Researches property information from Land Titles to complete the City's records.

Maintains the City's Policy Manual and Bylaw Binder, also updates online policy and bylaw directory.

Acts as the key aide to the CAO for confidential human resources matters including but not limited to correspondence, research and record keeping relating to discipline, grievances, labour relations and bargaining.

Provides logistical support for Council and Committee meetings, including setting up meeting spaces, ordering meals and refreshments, printing agendas, setting up for presentations, and cleaning up afterwards.

Reviews, coordinates, distributes and responds to incoming email for the City.

Provides extensive research for Council, Staff and the general public related to a variety of City matters.

Provides information and assistance to the general public wishing to meet with, address or make presentations to the Council or Committees.

Arranges civic functions, receptions and celebrations on behalf of the City.

Acts as the Deputy Chief Elections Officer for all local government elections and referendums.

Arranges and attends all Committee meetings, except Committee of the Whole meetings.

Attends all Council meetings.

Oversees the video recordings, editing and broadcasting of Council meetings and other meetings as necessary.

Prepares statutory notices required to be published by the City. Coordinates the publication of non-statutory notices with the relevant department.

Acts as the primary coordinator of City communications including but not limited to preparing the tri-annual newsletter, updating the City's website and Facebook page, reviewing and distributing tenders and request for proposals, drafting press releases, and preparing/proofing advertisements and postings as required.

Assists in Bylaw and Policy Development.

Performs the duties of Freedom of Information and Protection of Privacy Coordinator.

Acts as the Deputy in the absence of the Director of Corporate Services.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Thorough knowledge of municipal administration practices and procedures including a significant understanding of Council and committee responsibilities as well as the functions and operation of all City departments.

Considerable knowledge of the *Local Government Act/Community Charter* and other pertinent legislation such as bylaws, policies and regulations.

Thorough understanding of election legislation, practices and procedures.

Working knowledge of the Local Government Management Association records retention schedule.

Considerable knowledge of Robert's Rules of Order and the proper conduct of meetings.

Ability to draft bylaws, resolutions, official records and related material.

Excellent verbal and written communication skills, including a good knowledge of business English, terminology and nomenclature specifically related to local government administration.

Sound research skills and ability to provide a thorough analysis on a variety of topics.

Strong problem solving skills.

Experience with website maintenance.

Ability to prepare reports, agendas, compose correspondence, prepare and maintain records and minutes.

Ability to meet and deal tactfully, efficiently and effectively with the general public, elected officials and senior government representatives.

Ability to work varied hours as necessary to meet the requirements of the position.

Appreciation of the sensitivity of political issues affecting the City when dealing with the media and the public.

Other duties as required.

REQUIRED TRAINING AND EXPERIENCE:

Completion of a Certificate in Public Sector Administration from a post-secondary institution and a minimum of 5 years of municipal experience, or an equivalent combination of education and experience.

Communications experience and training (IAP2 or MATI) is an asset.

Records management experience and training is an asset.