



JOB DESCRIPTION

DIRECTOR OF CORPORATE SERVICES

NATURE AND SCOPE OF WORK:

The Director of Corporate Services is one of the officer positions established under the *Community Charter* and is assigned the responsibility of corporate administration. The incumbent exercises considerable independent judgment, initiative, tact, courtesy and diplomacy in processing assignments some of which are confidential in nature.

TYPICAL DUTIES AND RESPONSIBILITIES:

Attends Council, Committee and other meetings as required.

Prepares agendas, meeting schedules, meeting notices, minutes, bylaws, agreements and other documents required ensuring that proper and legal procedures are followed for Public Hearings as well as all matters related to the correct administrative operation of the municipality.

Ensures the receipt, processing, responses and directs the filing of correspondence, reports and other material.

Composes correspondence and reports as required.

Provides information concerning elections, official documents and Council Resolutions.

Manages the municipal election process and any other public voting procedures.

Directs and manages the workflow of the Corporate Services Coordinator and Bylaw Enforcement Officer.

Reviews bylaws and resolutions presented to Council and ensures Council recommendations and bylaws are implemented and enforced.

Has custody of the corporate seal and shall cause it to be affixed as required.

Is responsible for the preparation and safe preservation of the minute books and other records of the business of Council and its Committees.

Has custody of all bylaws and is responsible for their proper completion and for the preservation and safekeeping of the original bylaws.

Has sole responsibility for compliance with provisions of the Freedom of Information legislation.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Thorough knowledge of the *Local Government Act, Community Charter* and other Statutes.
- Thorough knowledge of Council, Committee and related official body practices, procedures and functions.
- Thorough knowledge of how to operate computers and various software programs.
- Thorough knowledge of modern office practices and procedures.
- Ability to interpret, carry out and complete directions both oral and written.
- Ability to plan, assign and review the work of subordinates.

REQUIRED TRAINING AND EXPERIENCE:

- Undergraduate Degree in Public Administration.
- Considerable experience in an executive position or an equivalent combination of training and experience.
- Possession of a Senior or Intermediate Certificate in Municipal Administration is a definite advantage.
- A minimum of five years previous experience in a similar position.
- Valid B.C. Driver's Licence.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.