

Deputy Corporate Officer

Location: Municipal Hall, Pemberton
Full-time, Permanent position

Summary:

Responsible for ensuring statutory duties and powers are effectively and efficiently delivered by providing advice and direction to Staff. Shared responsibility for the preparation and distribution of agendas and minutes, along with any other activities related to the functioning of Council Meetings, Public Hearings and Committees. Supervisory oversight of administrative services for the Village.

Responsibilities:

General Duties:

- Provides direction and support to the Front Office operation
- Assigns and supervises work to Front Office staff to ensure conformance to standards, legislation and departmental priorities
- Supports the public with business license applications
- Monitors zoning compliance in relation to short term vacation rentals
- Guides staff with the coordination of public hearings
- Compilation of public hearing agenda packages ensuring documentation is advertised and posted correctly
- Proactively advises staff on provincial legislative changes and ensures compliance of those changes
- Prepares license of occupation and tenure renewal applications for submission to Ministries
- Completes privacy impact assessments prior to public engagement events
- Participates as the Village representative at various regional committees as may be required
- Assists or leads special projects within Corporate and Legislative Services
- Oversees the Community Enhancement Fund program, reviewing requests, reporting to Council, following through with Finance
- Draft correspondence, reports, memos and policies as directed
- Provide a wide variety of information and assistance to internal and external contacts; researches, records minutes, prepares agreements, correspondence and documents
- Provides eSCRIBE training and support to staff as needed

- Prepares legal agreements as may be required and coordinates execution of the agreements
- Commissioner for the Taking of Affidavits
- Supports the Manager on the activities related to legal matters as may be required

Bylaws:

- Research and draft bylaws and amendments to bylaws
- Reviews bylaws and bylaw amendments to ensure compliance with legislation and formatting
- Presents new bylaws or bylaw amendments to Council for approval
- Provides guidance and support in relation to the administration or interpretation of a bylaw, ensuring sufficient notices are published and in a timely manner
- Supports Bylaw Services as a Screening Officer for Bylaw Notice Enforcement matters

Council Governance:

- Prepare agendas for Regular and Special Council meetings, Committee of the Whole meetings and In Camera meetings in the absence of the Manager
- Distribution of agendas and attachments to Council, Staff and the public
- Coordinates and attends Council and Committee meetings and records minutes
- Prepares, presents, and makes recommendations via reports to Council
- Prepares a list of action items from the minutes, processing files and resolutions
- Coordinates virtual meetings and the distribution of video recordings
- Trains staff on how to submit reports for Council
- Provides governance towards Village Advisory Committees
- Deputy Chief Election Officer responsibilities during election years
- Acts as the Acting Corporate Officer/Manager of Corporate & Legislative Services

Freedom of Information Coordinator:

- Assist and respond to applicants who make requests for access
- Acquiring and compiling the appropriate data for requests
- Coordinate with other departments to arrange record searches
- Guide other departments on which information can and cannot be shared
- Provide access to records where applicants and/or the public are entitled

Skills and Experience:

- Proactive, independent and a strong team player
- Supervisory experience, comfortable coaching others and providing direction
- Proactive and resourceful approach to customer services
- Competent producing letters, agenda packages and writing reports
- High attention to detail; ability to proofread, interpret rules, regulations etc
- Ability to establish and maintain effective working relationships with a variety of stakeholders

- Proficient with computers and all aspects of MS Office, meeting management software and virtual meeting platforms
- Previous experience with eScribe meeting management software desirable
- Ability to act with tact, diplomacy and discretion with a high degree of confidentiality
- Ability to multitask and manage multiple concurrent deadlines
- Highly organised with strong administrative experience
- Certificate of Local Government Administration an asset
- Knowledge of the *Community Charter, Local Government Act* and *Interpretation Act*
- Knowledge of RIM and FOIPPA practices, procedures and legislation
- Experience working with the LGMA records management system

Emergency Operations Responsibilities:

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.