

Manager, Corporate & Legislative Services

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

Summary:

Oversight of all corporate, legislative and administrative functions for the Village including records management, bylaw enforcement and business licenses. A critical advisor for the Village, this position plays a key role in the achievement of strategic organizational goals, navigating the governance of Council meetings, Committee meetings and elections as well as fulfilling the role of Corporate Officer, as outlined in the *Community Charter* and *Local Government Act* and FOIPPA Head.

Responsibilities:

General Duties:

- Provides direction to department employees by planning, assigning, and supervising work to ensure conformance to standards, legislation and departmental priorities
- Coordinates with the CAO and HR Coordinator to ensure the optimum utilization of staff and resources for the department through the selection, hiring, training, development, promotion and discipline up to and including dismissal of staff
- Prepares, presents and manages budgets for the department, and reports on a monthly and quarterly basis
- Develops and implements corporate policies and operational procedures
- Oversees the preparation of the Village's Annual Report
- Takes a lead on the day-to-day management of the Airport including lease negotiation, policy development, tenant relations, coordinating surveyors and notices of disposition of land related to leases and consulting with legal
- Supports the CAO with strategic planning processes and corporate planning
- Participates as the Village representative at various regional committees
- Approves all business license applications
- Other duties as assigned

Legal:

- Receives and processes notices served by lawyers
- Partners with lawyers on legal matters including notice on titles, claims against the Village and human rights tribunals

- Partners with the Municipal Insurance Association of BC on behalf of the Village
- Drafts bylaws, contracts, agreements, memorandums of understanding and other legal documentation with guidance from legal counsel

Bylaw:

- Researches and drafts bylaws and accompanying policies, procedures and reports for Regular, Committee of the Whole and In Camera Council consideration
- Ensures sufficiency of bylaw process such as required readings, consents and approvals – making sure other depts are following the rules, advertising to correct timelines etc
- Serves as the escalation point for Staff responding to complex Bylaw enforcement matters and Customer Service Requests

Corporate Officer:

- Acts as signing officer for the Village and Commissioner of Oaths and Affidavits, certifying official documents and determining the adequacy of petitions etc
- Ensures Legislated Notice provisions are followed
- Maintains best practices and protocols regarding Council meeting administration, corporate records management
- Keeps current on legislative changes that affect local government
- Provides advice to Village staff, committee/commission members and Council, regarding explanation and interpretation of bylaws, meeting protocols, procedures and rules of order, and legislative requirements
- Maintains custody of the Corporate Seal, processes official documents related to land transactions, contracts, leases and agreements in conjunction with CAO

Council Governance:

- Attends meetings of Council, Committees and Commissions, ensures meetings are conducted according to Council's Procedure Bylaw and makes recommendations on statutory matters
- Provides advice to Mayor and Council on proper conduct of all meetings
- Oversees the process of meeting scheduling; preparation and distribution of agendas, materials and minutes for Council/Committees/ Commissions and Public Hearings
- Prepares and distributes In Camera agendas
- Prepares a variety of reports and reviews all Staff reports prior to distribution of agendas
- Supports the CAO with the training and onboarding of new Council members
- Runs training sessions for Staff on how to prepare Council reports and present to Council

Elections/By-elections/Referenda:

- Serves as Chief Election Officer overseeing and coordinating local government elections and referenda pursuant to the *Community Charter, Local Government Act* and *Elections Act*
- Prepares the election budget
- Oversees election preparation, including the hiring of all election staff
- Oversees the training of the Deputy Chief Election Officer and Election Officials

Freedom of Information Head:

- Oversees all aspects of corporate records management for the Village
- Supervises records management activities including the annual records management plan
- Ensures standardized formats for all legal documentation are followed
- Maintains an up-to-date listing of Council resolutions including status updates
- Provides guidance to Staff on records management policies/procedures
- Performs the function of “the Head” as it pertains to the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)*, including file preparation, correspondence and timely response coordination

Financial:

- Prepares the departmental operating, capital, long-range budgets and financial plans
- Collaborates with Finance department to maintain strategic oversight of long-term asset management plans
- Monitors expenditures against the budget on an on-going basis
- Manages department budget through effective cost control, including monitoring of expenditures and deployment of resources
- Ensures timely approval of contracts, progress payments, final payments and all applicable invoices in keeping with the Village's Purchasing Policy

Skills and Experience:

- **Leadership** - Ability to deal effectively with change and pressure; can adjust rapidly to new situations warranting attention and resolution. Invests in continually shaping and developing the team, inspiring increasing commitment, work effort and the desire to stay with the organization for the long term.
- **Project Management** – An experienced department leader with ability to influence and delegate, initiate and manage cross-functional teams and multi-disciplinary projects. Strong critical thinking, decision making and problem-solving skills. Ability to meet deadlines while remaining efficient under pressure.
- **Collaboration and Negotiation** – Has an honest, open, and consistent approach to working with others and possesses strong relationship and interpersonal skills. A champion at relationship building, developing, maintaining and enhancing partnerships, strategic alliances, and obtaining stakeholder agreement.
- **Communication Skills** – Ability to interpret, report, provide, advise and guide on a variety of complex matters pertaining to the Village. Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well. Possesses superior presentation skills.
- **Financial and Risk Management** – Managerial experience in finance and risk management; significant experience with capital and operating budget development and management; ability to manage the financial performance of the department; experience overseeing expenditures within approved budgets and taking corrective action if required.
- Thorough knowledge of the *Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act, Election Act, Interpretation Act* and other applicable legislation

- A degree in Political Science, Public Administration or Law, including course work in municipal government
- Corporate Services experience in municipal administration preferably as a Corporate Officer
- Local Government Administration Certificate or Diploma an asset
- Significant experience with parliamentary procedures and Robert's Rules of Order
- Experience managing a municipal election
- Knowledge of government policy-making and legislative processes, with the ability to interpret and explain legislation and contracts
- Information and records management in both hard copy and electronic formats
- Significant experience working with elected officials
- Ability to work independently with limited supervision
- Ability to act with professionalism, integrity, tact, diplomacy and neutrality when serving internal and external stakeholders
- High level of integrity, confidentiality and accountability
- Ability to deal with highly sensitive and confidential issues
- Demonstrate proficiency in the core competencies of adaptability, relationship-building, problem-solving and customer service
- Public consultation and community relations skills
- Sound analytical thinking, decision-making, planning, prioritization and execution skills
- Self-motivation with appreciation for being part of a team
- Highly organized, effective attention to detail and accuracy and excellent follow-through

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.