



Central Coast

REGIONAL DISTRICT

Position: Deputy Corporate Officer
Department: Administration
Status: Exempt (full-time)
Reports to: Chief Administrative Officer
Date: December 2022

Position Summary:

Reporting to the Chief Administrative Officer, the Deputy Corporate Officer provides support to senior management and the Board by performing a variety of complex and confidential administrative duties associated with relevant legislation, corporate records management, and Board/Committee processes and protocols.

Key Job Duties & Responsibilities:

- Reviews policies and procedures surrounding legislation; creates new policies resulting from legislative changes; and ensures legislative deadlines are met;
- Manage and schedule Board and other organizational meetings, including overseeing the preparation of meeting agendas and minutes, and Board reports;
- Responsible for administering, updating and development of bylaws, contracts/agreements, and policies/procedures;
- Champion, Manage, protect, and preserve the CCRD's records management system in accordance with the LGMA Records Management System;
- Responsible for the administration of elections;
- Provides Human Resources support by assisting other departments in the hiring of staff and, maintain job descriptions;
- Manage information technologies contract and oversee IT projects;
- Act as the development planning liaison for CCRD (planning is undertaken by an external provider);
- Apply for and report on grants, with the objective to maximize grant revenues to the CCRD;
- Oversee customer service and public correspondence including drafting complex letters, reports and memorandums on a variety of issues at the direction of the CAO;
- Provide assistance to the CAO in the implementation of the directives of the Directors;
- Process freedom or information requests ensuring Freedom of Information Act and Protection of Privacy Act compliance;
- Administer oaths and takes affirmations, declarations and affidavits required to be taken under the Community Charter or any other Act in relation to municipal matters;
- Supervise and assign work to the Administrative Assistants & Reception, including coordinating administrative and clerical support to other departments;
- Practice and adhere to WorkSafeBC and CCRD's policies and procedures;
- Provide support to department heads as needed;
- Perform additional duties as directed by the CAO

Qualifications & Experience:

- Degree in Public or Business Administration, a certificate in Local Government Administration or a related field;
- Experience in public sector corporate administration;

- Thorough understanding and working knowledge of BC Municipal Legislation including the Community Charter, Local Government Act, Freedom of Information & Protection of Privacy Act and Roberts Rules of Order as they pertain to the Deputy Corporate Officer role;
- Thorough understanding and working knowledge of the Information Technology function within a Municipal environment; and experience in establishing digital agendas/minutes software, preferably Escribe.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail;
- Ability to maintain positive relations with the public, coworkers, various committees, Directors and senior levels of government;
- Proficient computer skills, databases, Microsoft Office Suite
- Strong organizational skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines;
- Excellent written and verbal communications skills;
- Supervisory experience.

What does the CCRD Offer:

The CCRD offers a competitive salary and an attractive benefits package commensurate with experience and qualifications. This includes a training budget, unique projects and opportunities to see a beautiful parts of British Columbia.

CCRD may provide temporary housing to assist the successful candidate in transitioning to Bella Coola if moving from outside the community.

For the 2023 year, the CCRD is undertaking a trial compressed 4-day work week. The office will be closed every Monday during the trial period.