

# DISTRICT OF KITIMAT

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Approved by: CAO

Group: **Exempt Staff**

Incumbent: **Vacant**

Title: **Deputy Director of Corporate Administration**

Date: October 10, 2019

Department: **Corporate Administration**

Location: **City Hall**

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## POSITION DESCRIPTION

### Summary of Function or General Accountability

Reporting directly to the Director of Corporate Administration, the position is responsible for assisting in carrying out the corporate duties of the District of Kitimat as per the Community Charter section 148. This position requires a flexible work schedule for evening and weekend work.

Corporate duties include the preparation of meeting agendas, minutes, correspondence and related documentation. This position assists in municipal elections and acts as the Freedom of Information and Protection of Privacy Coordinator in the absence of the Director.

### Reporting Relationships

Reporting to: Director of Corporate Administration

Immediate/direct subordinates: File Clerk

Indirect subordinates: N/A

Interfaces with: District employees at all levels, commissions and committees, community groups, other local governments, provincial agencies and ministries.

### Specific Accountabilities

1. Collaborates with Director in the formulation of work plans for the position.
2. Assists the Director in all statutory and Department functions.
3. Research and provide recommendations and/or background reports for a diverse number of District of Kitimat departmental projects, policies, plans and programs.
4. Communicates with, and when required, meets with individuals or groups (boards, commissions, government departments, associations, etc.) as are necessary to carry out responsibilities.
5. Prepares material for Council meetings, and arranges for the distribution of materials in an electronic and hard copy environment.
6. Administers advertising requirements as required in the Community Charter.
7. Records and prepares the official minutes of regular and special council meetings.

8. Responsible for storage, custody and distribution of bylaws. Maintains the master copy of the Municipal Code and incorporates updates and the distribution of amendments. Prepares bylaws and oversees bylaw approvals as required. Maintains and updates a bylaw index.
9. Prepares bylaws, forms and reports related to areas of responsibility.
10. Administers and evaluates the Records Management Program, making recommendations for best practices.
11. Supervises the File Clerk and directs the work of the File Clerk.
12. Acts as Freedom of Information Coordinator in the absence of the Director.
13. Assists with organizing and running elections, referendums as is the Deputy Election Officer, or may be assigned the duties of Chief Elections Officer.
14. Assists in yearly budget process for the Department and prepares budget sheets for areas of responsibility.
15. Assists the Chief Administrator's Office with work overloads and when the Executive Assistant is absent.
16. Research, draft and manage legal documents including bylaws, agreements and policies
17. Performs related duties as assigned.

#### **Qualifications, Skills and Experience**

1. Diploma in Administration or a related field, with a minimum of five years direct experience.
2. Working knowledge of BC local government legislation and procedures.
3. Proficiency in Microsoft Office including Word, Excel and Outlook to obtain information and produce reports and recommendations.
4. Ability to exercise tact, discretion and sound judgement when dealing with the public and elected officials.
5. Ability to work independently on own initiative.
6. The incumbent will be required to work outside normal working hours from time to time.
7. Experience working with the LGMA Records Management System preferred.
8. Experienced in Municipal Elections preferred.
9. Experienced in managing FOIP and Access to Information requests preferred.
10. Experienced in managing in a unionized workplace at a management level preferred.
11. Experience in Microsoft Access preferred.
12. An equivalent combination of education, experience and skill set may be considered.