



## **JOB DESCRIPTION**

**POSITION:** Deputy Corporate Officer

**DEPARTMENT:** Administration

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### **SUMMARY:**

Reporting to and under the direction of the Chief Administrative Officer / Corporate Officer, the Deputy Corporate Officer assists with the management of all functions related to the statutory duties and responsibilities of the position of Corporate Officer.

The Deputy Corporate Officer assists with the responsibility for all general administrative service of the City. Specifics include preparation of Council meeting agendas and minutes, attending Council meetings and public hearings and preparation of minutes and/or records of same; interprets bylaws, policies and procedures related to the work to internal and external contact; responds to Freedom of Information and Protection of Privacy requests; management of the Corporate Records Management System and municipal elections. The position is also responsible to assist in communications to the public including the preparation of press releases, newsletters, brochures, web page updates and other methods of public communication.

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### **DUTIES AND RESPONSIBILITIES:**

#### **Council**

1. Working with the Corporate Officer and/or Chief Administrative Officer, ensure the proper preparation and distribution of Council agendas and minutes including *in camera* meetings.
2. Ensure follow-up correspondence prepared after Council meetings.
3. Assist with maintaining Council follow-up reports.
4. Assist in the scheduling of appointments for the Mayor and Council as required.
5. Assist in managing Council correspondence and distribution of information.
6. Attends *in camera* Council meetings, prepares and distributes minutes and correspondence, prepares and files in-camera excerpts and maintains strict confidentiality.
7. Responsible to prepare and distribute the Council Weekly Information Package and maintain records of same.
8. Processes grant/grant-in aid requests and maintains records of same.

#### **Administration**

1. Assist with the administration of the corporate records management systems.
2. Maintain official records including confidential documents.
3. Assist in drafting contracts, leases, agreements, bylaws and policies documents for consideration by Council.
4. Assumes leadership role in Bylaw Enforcement and associated activities.
5. Update the City's policy and procedure manuals as necessary.
6. Assists the Chief Administrative Officer / Corporate Officer with inquiries under the Freedom of Information and Protection of Privacy Act.
7. Assists the City's Management Team with administration of the Collective Agreement as well as other labour relations matters including, but not limited to,

arranging interviews, vacation scheduling, scheduling of employees as well as preparing and maintaining personnel records and files.

**Public Relations**

1. When required, organizes and administers civic functions, receptions and celebrations and other public relations duties as required.
2. Assist the City's Management Team with all communications for the City, including directing the preparation and publishing of notices in the local newspaper, directing the preparation and publishing of newsletters and other forms of written communication, assist in administering the updating of the City website, which includes directing subordinate staff in these areas if required, as well as any coordination and planning for other communication tools.

**Other**

1. Undertakes, researches and assists in special projects as may be assigned from time to time by the Chief Administrative Officer / Corporate Officer
2. Serve as the Chief / Deputy Chief Elections Officer
3. Carries out additional duties and functions as may be assigned by the Chief Administrative Officer / Corporate Officer.
4. All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during emergency may differ from regular duties.
5. Other related duties as required.

**SUPERVISION RECEIVED AND EXERCISED:**

**Immediate Supervisor:** Chief Administrative Officer / Corporate Officer

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**EDUCATION, KNOWLEDGE AND SKILLS:**

**ESSENTIAL:**

<b>Education:</b>	Grade 12 Diploma or equivalent 2-year diploma/certificate in a related field.
<b>Experience:</b>	Minimum 3 years relevant work experience in Local Government.
<b>Licences/Certificates</b>	Valid Class 5 BC Driver's Licence
<b>Skills and Abilities</b>	Excellent public relations skills, tact and judgement Excellent interpersonal skills Excellent computer skills, including Microsoft Word, Excel, Outlook and PowerPoint. Physical ability to carry out the duties of the position. Ability to operate related equipment. Ability to prioritize work and multitasks in a busy environment Familiarity with related municipal policies and procedures Willingness to work flexible hours and attend workshops and/or take related courses.