



## District of Tumbler Ridge Job Description

# Director of Corporate Services (Corporate Officer)

**Department:** Administration  
**Reports To:** Chief Administrative Officer  
**Updated:** March 6<sup>th</sup>, 2024

**About us:** The District of Tumbler Ridge is a great place to live and work. Our operations are diverse, requiring a variety of positions as well as different levels of skill and education.

**About the role:** Under the direction of the Chief Administrative Officer (CAO) the Director of Corporate Services is engaged in highly complex and diverse work at a senior level involving administrative and corporate functions. Responsible for statutory duties outlined in the Local Government Act and the Community Charter, including acting as the Chief Elections Officer for municipal elections. Organizes council meetings as well as oversees the preparation of council agendas and meeting minutes. The Director of Corporate Services responds to all Freedom of Information and Protection of Privacy requests. The Director of Corporate Services strives to develop a consistent approach to the records management system for the organization.

**Responsibilities:**

- Oversees the reception staff and corporate office staff.
- Responsible for overseeing agenda preparation and the organization of regular and special meetings of the Council, committees, and public hearings.
- Acts as confidential secretary to the Mayor, Council, boards, and committees.
- Attends all meetings of Council and Council committees and prepares or provides reports as is required.
- Records all resolutions, decisions, and recommendations of the Council and its committees following the procedure Bylaw and ensures the decisions are communicated to the public or senior staff for action.
- Responsible for the management of all bylaws, contracts, and other legal documents.
- Responsible for overseeing the records management practices of the District and ensuring District standards are understood and complied with.
- Responsible for the preparation and posting of all public notices as required under the *Community Charter*.
- Ensures safekeeping of all official records and documents including the corporate seal.
- Provide information to the Chief Administrative Officer and Council concerning bylaws, regulations, and policies within the sphere of municipal responsibilities.
- Organize civic functions as directed by Council.
- Issues marriage licenses and acting as a Commissioner for Taking Affidavits and Oaths.
- Any other related duties or tasks as required.



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### Candidate Requirements:

- Minimum of five (5) years of direct management experience in local government at a senior administration level preferably working closely with elected officials.
- Considerable related experience in the municipal sector Corporate Services Department is essential.
- Ability to organize and function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials, employees and the public.
- Ability to meet the statutory requirements of the Corporate Officer.
- Municipal Clerk designation or ability to achieve.
- Valid Class 5 BC Driver's License.
- Completion of post-secondary education in Public Administration or diploma in local government or business administration.
- Working knowledge of the Local Government Act, Community Charter, Freedom of Information and Protection of Privacy Act, Interpretation Act, District Bylaws, statutes and other relevant legislation, regulations and policies..
- Ability to record concise minutes, adhere to the Procedure Bylaw and be able to utilize Robert's Rules of Order when necessary.
- Proficiency in Council Agenda software such as iCompass is considered an asset.
- Ability to understand, interpret and develop complex oral and written instructions.
- Ability to protect confidential information and to remain neutral with respect to political decisions.
- Ability to develop and maintain strong internal and external working relationships at all levels.
- Ability to exercise courtesy, tact and diplomacy in the exchange of information with elected officials, staff, and the public.
- Excellent oral and written communication skills.
- Ability to exercise sound judgement and deal effectively with representatives of government, business development, the general public, District staff and Council members.

**NOTE:** The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

### Working Conditions

Work schedule will normally be Monday to Friday, but flexibility is necessary as attendance at evening meetings is required. The Director of Corporate Services will be entitled to benefits and conditions of employment as approved by the Chief Administrative Officer.

**\*\*A CRIMINAL RECORD CHECK MUST BE COMPLETED\*\***