



Job Description
District of Oak Bay
Deputy Director of Corporate Services

Position Title:	Deputy Director of Corporate Services (Deputy Corporate Officer)
Reports To:	Director of Corporate Services
Position Description Date:	September 16, 2022

Nature and Scope of Work:

Reporting to the Director of Corporate Services, the Deputy Director of Corporate Services is responsible for providing administrative and organizational support to Council and its Committees. The Deputy Director of Corporate Services assists in directing the operations of the Corporate Services Department, handles administrative detail, supervises staff, and provides information, assistance, and guidance to internal and external contacts. Responsibilities include acting as the Records Manager, Freedom of Information (FOI) Coordinator and Privacy Officer, Deputy Chief Elections Officer, and performs the duties of the Deputy Corporate Officer as defined in the *Local Government Act*.

Key Accountabilities:

- Manages the day-to-day operations of the Corporate Services Department, including overseeing the work of staff.
- Assists the Director with fulfilling the statutory duties of the Corporate Officer, as assigned, in accordance with the *Community Charter*.
- Assists the Director with overseeing Council and committee processes, reviewing and approving reports, agendas, minutes, legal notices, notification, bylaws, and correspondence; provides direction on advice on parliamentary and legislative procedures, general legal matters, bylaws, and policies.
- Prepares and/or coordinates the preparation of bylaws. Monitors and directs the bylaw approval process, ensuring that procedural and legal requirements are met within specified timeframes.
- Prepares reports and recommendations and forwards to the Council and Committees.
- Attends regular and in camera Committee and Council meetings, as required.
- Assists with the preparation of the Departmental work plans and budgets and approves expenditures within defined limits. Assists the Director with monitoring work plans, department progress/workloads, expenditures and recommending budget revisions.
- Leads the ongoing implementation of the District's new records management and classification system in accordance with the 2022 RIM Assessment Report & Action Plan.
- Performs the function of the Freedom of Information Coordinator (FOI) and provides direction to the Legislative Assistants regarding the compilation, review and severing of documents requested under the *Freedom of Information and Protection of Privacy Act*; oversees FOI responses and develops policies and staff training programs to support the requirements of FOIPPA.
- Serves as the Privacy Officer for the District under FOIPPA
- Provides advice to other departments in meeting the requirements of *FOIPPA*, particularly with respect to privacy.
- Assists in the coordination of local elections and referenda.
- Conducts background research, collects information and prepares reports on projects, as requested.

- Liaises with contractors for meeting management software (iCompass) to ensure that associated software tools (document Portal, agenda builder, minutes builder, staff report and action tracking tools, as well as video management) and functionality continue to meet the needs of the District.
- Drafts and arranges public advertising for legislative processes and other requirements.
- Ensures Corporate Services website content is up to date and accurate.
- Provides information to and answers inquiries from the public.
- Acts as the Director of Corporate Services when required.
- Supervises the day to day work and longer-term work plans of Corporate Services staff.
- Oversees the development and completion of the Annual Report, in conjunction with Directors, Communications staff and contractors, as applicable.
- Provides support to other departments in the recruitment, orientation, and meeting management of Committees.
- Staff liaison to Committees as assigned.

Required Knowledge, Skills and Abilities:

- Comprehensive knowledge of the functions of municipal government and the Department including knowledge of Council, committee, and related official body practices, procedures and functions, and of the functions and operations of internal departments.
- Comprehensive knowledge of the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act*, the Procedure Bylaw, and other statutes, bylaws, policies, and regulations governing the work performed.
- Considerable knowledge of the principles, practices, and procedures of corporate administration, information and privacy management, and election management.
- Considerable knowledge of the statutory role of the Corporate Officer and the ability to act for the Director of Corporate Services in his/her absence.
- Demonstrated sensitivity to political issues and to foster relationships with internal and external clients.
- Ability to provide effective team leadership and to undertake all facets of managing/supervising staff with an ability to demonstrate a balance of managerial, administrative, and technical skills.
- Ability to accurately interpret legislation, bylaws, policies and regulations is essential.
- Must have strong organizational skills and be able to work well under pressure to manage multiple activities to completion under tight deadlines with a high degree of accuracy and attention to detail.
- Excellent written and verbal communication skills are essential.
- Strong problem solving and analytical abilities.
- Excellent computer skills are required as well as knowledge of the principles and practices of relevant information management systems.
- Ability to deal tactfully and effectively with elected officials, staff and the general public are essential and to maintain confidentiality in all matters of a sensitive, political, or controversial nature.

Qualifications and Experience:

- Undergraduate degree, preferably in Public Administration or related degree.
- Local Government Certificate.
- A minimum of three (3) years prior job-related experience.
- CMC designation would be considered an asset.
- An equivalent combination of education and experience may be considered.