

ROLE SUMMARY

Reporting to the Director of Legislative and Protective Services/Corporate Officer, the Deputy Manager, Legislative Services provides professional management and operational support. The Deputy Manager assists in directing the operations of the Legislative Services office, handles administrative detail, supervises staff, and provides information, assistance, and guidance to internal and external contacts. Responsibilities include Deputy Corporate Officer and Deputy Chief Election Officer. The Deputy Manager assumes the duties of the Corporate Officer in their absence, including all statutory obligations.

QUALIFICATIONS

- Undergraduate degree, preferably in public administration or a related degree.
- Certified Municipal Clerk (CMC) designation or Board of Examiners Certificate in Local Government Statutory Administration (or the professional qualifications to qualify for either) is preferred.
- Five years of municipal experience in a similar decision-making capacity, including three years of experience in a leadership/supervisory position.
- An equivalent combination of education and experience may be considered.
- Comprehensive knowledge of local government activities and the Corporate Officer function 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*, Council Procedure Bylaw, and other statutes, bylaws, policies, and regulations governing the work performed.
- Comprehensive knowledge of the principles, practices and procedures of municipal administration, information and privacy management, and election management.
- Strong analytical and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to provide effective team leadership and to undertake all facets of managing/supervising staff.
- Ability to establish and maintain effective internal and external relationships that involve the provision of direction, information, advice, and guidance, and the management and coordination of logistic or operational elements of projects and programs.
- Ability to write effective legal and technical documents including reports to Council, bylaws, statutory notices, and policies.
- Ability to accurately interpret bylaws, resolutions, policies, agreements, and related materials.
- Ability to demonstrate a balance of managerial, administrative, and technical skills.
- Ability to deal tactfully and effectively with elected officials, staff and the general public while maintaining confidentiality with matters that are sensitive, political or confidential.

Major Accountabilities

- Manages the day-to-day operations of the Legislative Services office, including overseeing the work of staff providing services to support Council meetings and processes, advisory committee meetings, the Board of Variance, and division administrative support.
- Hires, supervises, directs, and develops staff. Monitors performance in accordance with goals and objectives.
- Assists the Corporate Officer with a variety of statutory tasks and responsibilities in accordance with the *Community Charter*.
- Assists the Corporate Officer with overseeing the Council, advisory committee, and board processes. Prepares and/or reviews Reports to Council, agendas, minutes, legal notices, bylaws and correspondence.
- Provides advice on parliamentary and legislative procedures, bylaws and policies.

- Attends Council, Committee of the Whole and in-camera meetings as required. Provides procedural advice when applicable and ensures a timely and accurate record of decisions.
- Administers oaths and the taking of affidavits and declarations related to corporate matters and pursuant to legislation and certifies documents to be true copies. Acts as official signatory for the municipality, in the absence of the Corporate Officer, with respect to bylaws, agreements, contracts and legal documents related to the municipality.
- Acts as a liaison between the workgroup and a wide variety of internal/external clients including, Council, committees, departments, applicants, and the public; provides a variety of information, direction, advice, and guidance.
- Manages the processing of incoming Council and Division correspondence, including ensuring the timely and efficient flow of information to Council.
- Prepares the workgroup work plan and related budgets. Approves expenditures within defined limits. Assists the Corporate Officer with budget management and recommends budget revisions and requests.
- Conducts background research, collects information and prepares reports or summaries on initiatives, projects or municipal practices.
- Assists with the coordination of the records management function for the division. Oversees the safekeeping and appropriate accessibility methods are in place for bylaws, minutes and other corporate documents.
- Manages projects and events, as required, and implements measures to streamline and improve processes.
- Acts as the Deputy Chief Election Officer for elections and referenda, assists with the coordination, planning, implementation and evaluation as directed by the Corporate Officer/Chief Election Officer.
- Assumes the duties of the Corporate Officer in their absence, including all statutory obligations.
- Performs other related duties as required.