

DEPUTY LEGISLATIVE MANAGER

DEFINITION:

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

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Manages the day-to-day operations of the Legislative office.
- Leads a team of staff responsible for providing services directly to the Council and committees.
- Acts as a liaison between the Division and a wide variety of internal/external clients including, Council, committees, departments, developers, media, community associations, and the public; provides a variety of information, direction, advice, and guidance.
- Manages the incoming Council and Division correspondence, including the flow of information to Council.
- Oversees Council and committee processes, reviewing and approving reports, agendas, minutes, legal notices, notification, bylaws and correspondence; attends meetings; provides direction and advice on parliamentary and legislative procedures, general legal matters, bylaw, and policies.
- Assumes the duties of the Legislative Manager in her/his absence, including all statutory obligations.
- As the Information and Privacy Officer, ensures the Municipality's compliance with the legislation; reviews, develops and implements corporate policies and procedures; responds to diverse and complex requests; implements the privacy management plan; provides direction and training to departments; liaises with the Information and Privacy Branch..
- As the Corporate Records Manager, coordinates the corporate document and information management program; chairs staff committees; analyzes and recommends new or revised manual and electronic systems; develops, recommends, and implements policies and procedures; provides training, advice, and interpretation to staff.
- Fulfills the statutory duties of the Deputy Corporate Administration Officer, as assigned, in accordance with the Community Charter.
- As the Deputy Chief Election Officer for elections and referenda, ensures the Municipality's compliance with the legislation; develops, evaluates, and recommends changes to policies and procedures; reviews and approves statutory notices, reports and correspondence; oversees the hiring and training of election staff; responds to complex and politically sensitive requests and enquiries; implements new technologies.
- Manages personnel within the Legislative office.
- Develops a variety of advanced legal and technical documents including reports, manuals, bylaws, legal notices, policies and procedures, privacy impact assessments, tenders, and requests for proposals.
- Manages and coordinates special projects and undertakes research.
- Assists with the annual budget submission for the Division.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Comprehensive knowledge of the functions of municipal government and the Division 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, the Local Government Act, the Freedom of Information and Protection of Privacy Act, the 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.
- Comprehensive knowledge of the statutory role of the Corporate Administration Officer and the ability to act for the Legislative Manager in her/his absence.
- Comprehensive knowledge of the principles, practices and techniques of current manual and computerized document and information management systems.
- 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, legal notices, and policies.
- Ability to accurately interpret bylaws, resolutions, policies, agreements, official records and related materials.
- Ability to demonstrate a balance of managerial, administrative, and technical skills.
- Appreciation of the sensitivity of political issues affecting the Municipality when dealing with internal and external clients, including Council, the media, and the public; ability to maintain confidentiality in all matters of a sensitive, political, or controversial nature.
- Demonstrates Saanich Core Competencies as they relate to this position
(see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.
- Demonstrates Saanich Leadership Competencies as they relate to this position
(see all behaviour statements):
 - Strategic Agility – Anticipates future needs, opportunities and consequences. Uses a proactive approach to take action and achieve desired outcomes. (level 1)
 - Innovation – Strives for innovation in the workplace. Champions new ideas and creative solutions. (level 1)
 - Change Management – Actively promotes appropriate change as a necessary business function. Leads people through transition and change. (level 1)
 - Collaboration – Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals. (level 1)
 - Supporting Employees – Empowers employees to contribute to organizational success. (level 1)
 - Personal Insight & Impact – Shows awareness of self and impact on others.

REQUIREMENTS:

- Undergraduate degree, preferably in public or local government administration.
- Local government certificate.
- Five years of municipal experience in a similar decision-making capacity, including three years of experience in a leadership/supervisory position and two years of experience administering access and privacy programs under the FIPPA legislation.
- A certificate in Records Management (CRM) or training and experience in library and information studies would be considered an asset.
- Possession of a valid Class 5 Driver's License and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

STANDARDS:

- Support and uphold the established policies and objectives of the municipality in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the department in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.
- Uphold the Municipal Safety Policy; promote, monitor and ensure compliance with the Workers' Compensation Board regulations within the workplace.