

CITY OF COLWOOD

JOB DESCRIPTION

TITLE: DIRECTOR OF CORPORATE SERVICES

DEPARTMENT: Corporate Services

Updated: June 2018

GENERAL ACCOUNTABILITY

Reporting to the Chief Administrative Officer (CAO), the Director of Corporate Services is the City of Colwood's municipal officer assigned the responsibility of corporate administration pursuant to section 148 of the *Community Charter*. This position is a key member of the senior management team responsible and accountable for managing, directing and providing leadership to the Corporate Services Department.

The Director of Corporate Services is the principle liaison between the elected Council and the public. The incumbent acts an advisor to Council on complex legal and procedural matters and is responsible for records management throughout the organization. The Director is responsible for official correspondence, legal documents, bylaws, contracts and land title instruments.

SCOPE OF WORK AND RESPONSIBILITIES

Ensures the Corporate Services Department provides a high level of customer service internally and externally.

Contributes to the overall leadership of the City as a key member of the senior management team and develops, implements, and evaluates strategic priorities, goals, and objectives for the Corporate Services Department.

Provides vision, leadership, and strategic direction to staff in a manner that contributes to their motivation, commitment and contribution to the City, and ensures a high quality of service to both internal and external customers.

Appointed as Corporate Officer, responsible for all statutory duties (Section 148 of the *Community Charter*); provides advice on matters requiring interpretation of the *Community Charter*, *Local Government Act*, and other relevant legislation; manages Council procedures, processes, and policies.

Ensures all required procedures are met for all Council Meetings, Council Advisory and Select Committees, Commissions, and Boards appointed by Council, including public notices, agendas, and minutes; annual recruitment, terms of reference, work plans and reports to Council.

Responsible for corporate records management; researches, drafts and manages legal documents including bylaws, agreements, and policies and provides advice and recommendations.

Oversees Municipal archives, ensuring compliance with Council Policy and archival best practices in the retention, preservation, management, retrieval and destruction of archived historical materials and records.

As the appointed Head, pursuant to the Freedom of Information and Protection of Privacy Act, ensures compliance with legislation for the organization.

Responsible for all statutory duties for local government elections, voting, and electoral assent opportunities.

Responsible for the Corporate Services budget and operations.

Provides leadership, coaching, mentoring, staff development, and performance management to Corporate Services staff; including, in consultation with Human Resources, recruitment and discipline.

Provides expertise, advice and information to the CAO, City Council, staff, outside agencies, and the public on all matters pertaining to the Corporate Services Department.

Liaises with senior governments, the Capital Regional District and the member municipalities within the Capital Region as they relate to the Corporate Services Department.

Supports public participation in the City's initiatives through meaningful public engagement, customer service, and community outreach strategies.

Collaborates to initiate and foster a spirit of cooperation to achieve corporate goals.

Attends Council and Committee meetings outside of normal work hours as required.

Undertakes additional assignments and duties as requested by the CAO.

The Director of Corporate Services is accountable for safe work practices. Through their practice of due diligence and their understanding of the role of WorkSafe BC and the statutory and regulatory requirements as they relate to their area of responsibility. Management will promote safety through their active participation in all aspects of OSH programs including regular inspections, safety meetings, investigations and safety events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates leadership and relationship building skills with the ability to lead a team in a unionized environment.

Thorough knowledge of municipal Corporate Services.

Thorough knowledge of local government legislation and practices.

Knowledge of capital and operating budgets in a local government environment.

Proven ability to prepare operating and capital budgets and oversee department expenditures.

Excellent attention to detail.

Proven conflict resolution experience.

Exceptional written and oral communication skills. Ability to prepare reports on complex technical matters for non-technical audiences.

Thorough knowledge of the senior government grant application processes and tracking.

Ability to analyze complex data and resolve problems.

Ability to interpret, advise and provide guidance on a variety of technical matters.

Ability to support, coach and manage supporting staff.

Ability to communicate effectively with members of council, other staff, contractors, other agencies and the public.

Ability to represent the City and communicate effectively with senior governments, local governments, other agencies, the business community and the public.

Demonstrates Colwood's values, is self-aware of strengths and weaknesses, seeks feedback, fulfills commitments and demonstrates courage to do what's right.

Questions the status quo and direction actively promoting change. Leads through transition and change.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Possession of a Certified Municipal Clerk (CMC) designation.

A minimum of 10 years related experience in a local government setting.

A minimum of five (5) years as a manager in local government, which includes personnel supervision and departmental management.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Possession of a Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

Intermediate diploma in Municipal Administration would be an asset.

APPROVED:

INCUMBENT: _____ DATE: _____

CHIEF ADMINISTRATIVE
OFFICER _____ DATE: _____