



Making a difference...together

Employment Opportunity

Manager, Legislative Services (Deputy Corporate Officer)

Corporate Services – Legislative Services

Competition	20/078
Status	Exempt Management
Salary Range	\$99,930- \$117,565 annually
Review of applications begins	4:00pm on June 5, 2020 but the position will remain open until filled.
Other	This is a term position of approximately 12-14 months to cover a leave of absence

Make a difference and become a part of the Capital Regional District’s vibrant future! The CRD serves the citizens of the Region by providing and coordinating selected quality local, regional and municipal services. The CRD is located in beautiful Victoria, BC, which offers the unique charm of a historical capital city while providing a variety of world class scenic and outdoor opportunities.

Position Purpose

Under the General Manager of Corporate Services (Corporate Officer), the Manager of Legislative Services (Deputy Corporate Officer) is primarily responsible for the administrative duties associated with the proper functioning of CRD Board and Committee meetings, ensuring the proper preparation and distribution of Board and Committee agendas and minutes and managing the work of Committee Clerks. The Manager of Legislative Services (Deputy Corporate Officer) is also responsible for managing elections, referenda and alternative approval processes and the administrative tasks associated with the appointment of members of a variety of CRD Commissions and external Boards and Societies. The successful candidate should possess a thorough understanding of the *Local Government Act* and *Community Charter*, be able to establish and maintain effective working relationships with elected officials, colleagues and the public, perform a wide range of tasks under tight deadlines and undertake the statutory duties of the Corporate Officer when necessary.

Key Accountabilities / Position Outcomes

Under the overall direction of the Corporate Officer:

- Provides specialized administrative support to the CRD Board, including preparing and supervising the preparation of agendas and minutes, providing parliamentary procedural advice, and ensuring timely and accurate record of decisions
- In areas as may be directed by the Corporate Officer, communicates with the CRD Board and CRD Directors as required and composes correspondence on behalf of the CRD Board and Board Chair as required; ensures the Corporate Officer is apprised of all information, correspondence, and related
- Administers oaths and the taking of affidavits and declarations required to be taken in relation to regional district matters
- Processes CRD Board bylaws (ensures all required readings, consents and approvals are obtained) and researches and drafts bylaws and related policies, procedures and reports for Board consideration
- Prepares official notices as required



- Manages the maintenance of permanent records of minutes and bylaws and develops systems and routines related to same
- Assists the Corporate Officer in a variety of statutory tasks and responsibilities, and ensures that the Corporate Officer is apprised of all matters involving the Board, Committees and Commissions within the area of responsibility
- Oversees tracking of appointments and vacancies for Board committees and commissions
- Manages and coordinates the work of Committee Clerks
- Acts as Deputy Chief Election Officer and coordinates planning, implementation and evaluation of election, referenda and alternative approval processes in consultation with the Corporate Officer
- Performs research and prepares staff reports as necessary
- Drafts and analyzes policies and procedures as necessary
- Obtains and interprets legal opinions and provides policy advice to senior staff and the Board where appropriate
- Assists with the coordination of the records management function of the division and assists the Corporate Officer in ensuring that safekeeping measures are in place for corporate documents
- Manages projects as required and implements measures to streamline and improve processes
- Responds to requests for information for bylaws, minutes and other corporate records
- Provides assistance to the Board, staff and the public on protocol matters for public meetings
- Provides direction to staff regarding administrative procedures, Board policies and standards
- Acts as Corporate Officer as required

Qualifications

- Post-secondary degree and 3-5 years directly related experience, preferably in a political environment, or an equivalent combination of education and experience.

Role-specific Knowledge, Skills & Abilities

- Direct experience working with senior staff and Board representatives and substantial knowledge of the principles and practices applicable to the work of a Corporate Officer.
- Well-developed interpersonal skills and a proven ability to establish and maintain effective and harmonious working relationships with staff, elected officials and community representatives, members of the public, community groups and other levels of government.
- Demonstrated ability to deal with highly sensitive situations involving the exercise of utmost tact, diplomacy, judgement, and confidentiality.
- Ability to coordinate and manage multiple requests generated from a number of program areas to meet required objectives and deadlines.
- Ability to plan and deliver on all aspects of regional district elections, referenda and alternative approval processes.
- Excellent written communication skills and an ability to research and analyze various sources of information, draw conclusions and report out on those findings.
- Supervisory experience.
- Ability to understand and manage complex situations and problem solve where and when necessary.
- Excellent knowledge and experience with interpretation of the Local Government Act and Community Charter, and knowledge and understanding of other bylaws, regulations, and legislation.

- Excellent organizational and leadership skills.
- Advanced customer service knowledge, skills, and abilities.
- Excellent computer literacy.
- A valid BC Driver's license is required.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "Careers".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.



CRD Leadership Competencies:

While CRD Leaders are accountable to all Leadership Competencies, the following have particular relevance to this position:

Builds Partnerships

Pulls people together to accomplish goals that could not be reached individually, including:

- Uses formal and informal networks to identify opportunities for collaboration
- Invites participation from diverse groups with common interests
- Balances consensus building skills with negotiation and influencing skills to achieve outcomes
- Empowers team members to take joint ownership of outcomes

Is Accountable for Results

Aligns the people, resources and systems necessary to deliver business results, including:

- Takes personal accountability for actions and outcomes in own area of responsibility
- Delegates appropriately to achieve results
- Empowers others to be accountable by setting clear outcomes, checking-in regularly, and providing mentoring to ensure goals are met
- Celebrates individuals/teams successfully delivering outcomes

Models Integrity

Inspires trust by maintaining high personal standards that align with the values and philosophy of the CRD, including:

- Follows through on commitments and communicates progress
- Invites input and displays a genuine interest in the ideas and concerns of others
- Cultivates an open, respectful and transparent work environment
- Demonstrates humility by admitting errors and learning from mistakes

Develops Self

Continually strives for leadership excellence through ongoing personal and professional development, including:

- Stays current in own field as the industry or profession advances
- Develops new skills and knowledge needed to lead the CRD into the future
- Invites and acts on feedback from others by being approachable and non-defensive
- Seeks out learning opportunities from own or group failures and shares the learning with others