



Deputy Corporate Manager

(Posting# 2020-05)

The spirit of the Northern Rockies is independent and action-oriented, with a tangible sense of a region 'in charge of its future.' Fort Nelson is a young and family-oriented town, where the attitude of "community" remains strong. Everyone is welcome, everyone's contribution matters, and the level of participation in the day-to-day life of the community is high.

The Northern Rockies Regional Municipality is seeking an experienced and motivated professional to complement our Corporate Services Team. Reporting to the Corporate Manager; you will be responsible and accountable for assisting with the statutory duties of Corporate Administration in accordance with Council policies and priorities, approved budgets and citizen expectations. You will advise and coordinate legislative information to and from the Corporate Manager, the Mayor, Regional Council, and Municipal departments. Additionally, you will supervise and lead the Municipal Office general administrative and front counter functions.

You must have a commitment to providing quality municipal government services to the public including the ability to balance the needs of the organization, the community and its residents while meeting the requirements of various legislation and bylaws. You strive for excellence and have a thorough knowledge of the dynamics required for a professional and political environment. You should possess post-secondary education in Public Administration, Business Management or a related field and have at least 2 years of managerial/supervisory experience (or an equivalent combination of education, experience and knowledge). Provincial Government Board of Examiners Certificates are an asset. While local government experience is preferred, candidates with a strong background in general or business administration are encouraged to apply.

Additional qualifications include: excellent oral and written communications skills; a thorough knowledge of common law, local government legislation, and contract administration; strong management, communication and planning skills with the ability to direct and lead personnel engaged in administrative duties; a high attention to detail; political sensitivity with the ability to work under pressure; excellent computer skills; excellent interpersonal skills, including the ability to coordinate broad-based working groups; and the aptitude to deal with people in a professional and sensitive manner. Employment is dependent on a successful Police Information Check.

The Northern Rockies Regional Municipality offers a competitive salary and comprehensive benefits package. If you feel the Northern Rockies is where your future lives, then we would like to hear from you. A more detailed job description is available online at www.NorthernRockies.ca. We thank all applicants for their interest, and we will notify all candidates of receipt of applications.

Please email your cover letter, resume, and a minimum of three references by 4:30 pm on Thursday, April 2nd, 2020:

Erin La Vale, CPHR

Deputy CAO/Director of Human Resources

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Bag Service 399 Fort Nelson, BC VOC 1R0

Email: jobs@northernrockies.ca

Located in North Eastern BC and extending from the Yukon border to Prophet River BC, our one-of-a-kind local government and BC's first Regional Municipality provides unparalleled opportunities for outdoor and wilderness recreational activities. To learn more about what the Northern Rockies has to offer, please visit our website at www.NorthernRockies.ca.

This is a place for you to call home.

Come north...and build a future.



POSITION DESCRIPTION

Position Title: Deputy Corporate Manager
Department: Corporate Services
Reports To: Corporate Manager
Employee Group: Excluded - Management
Wage Group: Management Pay Grade 6

Date of Revision: March 2020

Position Summary:

The Deputy Corporate Manager is responsible for assisting with statutory duties of Corporate Administration in accordance with Council's policies and priorities, approved budgets and citizen expectations. The Deputy Corporate Manager works cooperatively with, advises and coordinates information to and from the Corporate Manager, the Mayor and Regional Council, and other departments and clients on legislative and related matters. In addition, the Deputy Corporate Manager assists the Corporate Manager in the provision of effective team oriented leadership and is responsible for a variety of projects and initiatives. A salaried position, the DCM is expected to work a minimum of 40 hours per week and overtime as required.

The Deputy Corporate Manager is tasked with supervising the Municipal Office's general administrative functions, including: purchasing, travel arrangements, meeting preparation, contract management and records management. They also guide and supervise the Municipality's front counter services, and assist the public in navigating the organization.

The DCM may delegate portions of his/her authority and responsibility to members of the department, but may not delegate or relinquish overall responsibility and accountability for the performance of his/her responsibilities.

Responsibilities:

1. Specific Responsibilities

Advice and Support to the Corporate Manager in managing the Corporate Services Department.

- Provide advice and support to Corporate Manager by recommending courses of action, programs, policies, and services designed to meet the needs of the organization, community and region.
- Inform the Corporate Manager of issues and developments of a departmental, operational or political nature that relate to the interests of the municipality and provide advice for resolving issues and developing positive relationships with the community, partners and other levels of government.
- The Deputy Corporate Manager leads, directs and supervises the work of the front line Corporate Services staff in respect to recruitment, selection, training, development & motivation, discipline and termination to ensure optimum utilization of resources.
- Plan, schedule and assign staff to perform work within the Department, including the scheduling of vacations and authorization of overtime work.
- Represent the NRRM at Step 1 of the grievance procedure with regards to grievances arising from Corporate Services Department employees, and assists in collective bargaining as required or assigned.
- Conduct research assignments and special projects, as assigned.
- Provide factual and accurate information to Council members, general public and other departments as required.
- Editing and proofreading the work of others to ensure a high standard of accuracy is reflected in all corporate and administrative documents & correspondence.
- Leading and assisting with special events, conferences and delegations hosted by the Municipality.
- Approve invoices as related to Council and Administration.
- Ensure that inquiries and complaints regarding department policies and activities are handled promptly, effectively, efficiently and with courtesy.

Plan, direct and supervise the secretarial and para-legal affairs and procedures and activities of the organization, ensuring that these activities are carried out within approved Council policy, CAO directives, and the requirements of the Community Charter and Local Government Act.

- Assist with administering the provisions of Bylaws and Policies; attend to their drafting, amendment, adoption, legal requirements, and records. Draft and undertake the requirements of agreements, contracts, and leases, and maintains an updated record for reference purposes.
- File and control access to a variety of confidential, restricted, and protected status files, records, and documents.
- Assume a leadership role in elections, bylaw votes and referenda.
- Receive correspondence for the office of the Mayor, or for Mayor and Council, and direct as required and prepare & publish notices and press releases for the newspaper and radio.
- As required, arrange for Council delegations at meetings and administer municipal grant programs.
- Preparation of complex correspondence, and other documents as directed, not limited to policies, bylaws, contracts, leases, and agreements.
- Assist with the managing of contracts and guide the organization's RFP/Tender processes.

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

The Deputy Corporate Manager is the officer position assigned the responsibility corporate administration as per the Local Government Act and Community Charter in the absence of the Corporate Manager, which includes the following powers, duties, and functions:

- a) Ensuring that accurate minutes of the meetings of the Regional Council and Regional Council committees are prepared and that the minutes, bylaws and other records of the business of the Regional Council and Regional Council committees are maintained and kept safe;
- b) Ensuring that access is provided to records of the Regional Council and Regional Council committees, as required by law or authorized by the Regional Council;
- c) Certifying copies of bylaws and other documents, as required or requested;
- d) Administering oaths and taking affirmations, declarations and affidavits required to be taken under this or any other Act relating to municipalities or regional districts;
- e) Accepting, on behalf of the municipality or regional district, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the Regional Council of the municipality or regional district;
- f) Certifying copies of bylaws and other documents, as required or requested; and
- g) Keeping the corporate seal, if any, and having it affixed to documents as required.

Decision Making Accountability and Responsibility**1. Decision Making Authority/Independence**

The position is expected to exercise considerable initiative and is permitted significant independent judgment and action in carrying out the duties of the position. The work is periodically discussed with, and reviewed by, the Corporate Manager for conformance to good practice, established policy, and attainment of objectives.

2. Impact/Consequence of Error

Decisions consistently affect Municipal operations. Inaccurate interpretation or relaying of information will result in financial loss and/ or reputational damage to the Municipality and would result in the Municipality's failure to adhere to Provincial legislation.

3. Financial Impact

Improper decisions may result in severe negative legal consequences and/or financial loss to the Municipality.

4. Human Resources

This is a supervisory position.

5. Occupational Health & Safety

Ensures personal and subordinate safety while performing the duties of the position and complies with organizational safety programs and ensures that all WorkSafe BC and other legislative safety requirements are met.

Contacts**1. Internal**

Work consistently with other Municipal staff and provide guidance and procedural advice to Municipal staff and elected officials.

2. External

Provide advice and information, both orally and in writing, to customers, contractors, consultants, other government agency representatives, and the general public.

Working Conditions**1. Environment**

Work is performed in office or indoor settings.

2. Physical Effort

Varying levels of physical effort, including moderate lifting, sitting, walking, standing, pushing and pulling, reaching, and carrying. Repetitive motion office tasks such as typing.

Qualifications**1. Formal Education**

Graduation from a post-secondary institution in public sector/local government/business administration or related discipline OR an equivalent combination of training and experience.; Certificates issued by the Provincial Government Board of Examiners would be considered an asset.

2. Training/Experience

Experience in a political, governmental environment and a minimum of two years experience in a supervisory capacity. Experience in office administration or office management.

3. Professional Designation/Licenses/Memberships

Valid Class 5 Drivers License

4. Knowledge/Abilities/Special Skills

Knowledge of:

- the *Local Government Act & Community Charter*, related Statutes, laws, regulations, and precedents respecting Civic Government (including elections); and
- bylaw/policy preparation and processing, contract administration, and organizational records management.

Ability to:

- work in an environment often governed by urgency and formal deadlines;
- handle a complex and varied work load;
- lead and supervise effectively and efficiently;
- work harmoniously with government agencies, residents, personnel, other staff, and elected officials;
- serve elected officials and the client public with tact, impartiality, while preserving confidentiality and sensitivity on issues and material dealt with on a regular basis;
- analyze and develop logical and systematic courses of action and demonstrates strong management, communicative, and planning skills;
- strive for excellence and has comprehensive knowledge of the dynamics required for a professional, political environment;
- work independently following department policies and procedures with minimum supervision while maintaining a high quality level of work;
- demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment;
- produce written documents with clearly organized thought, proper sentence construction, punctuation and grammar; and
- effectively multi-task.

Special Skills or Other

- Proficiency in computers/applications (Microsoft Office).
- Strong organizational, research skills and attention to detail, especially with regards to proofreading and editing documents.
- Ability to interpret and draft complex bylaws, minutes, resolutions, agreements, contracts and complex correspondence.
- Ability to coordinate diverse working groups, with divergent perspectives, to achieve organizational goals.



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You should possess post-secondary education in public sector administration or a related discipline with a minimum of two years managerial/supervisory experience. While local government experience is preferred, candidates with a strong background in general or business administration are encouraged to apply.

A full copy of the job posting is available on our website at www.NorthernRockies.ca, and applicants are strongly encouraged to read the full posting prior to applying. Please email your cover letter, resume, and a minimum of three references by **4:30 pm on Thursday, April 2, 2020** to:

Erin La Vale, CPHR

Deputy CAO/Director of Human Resources

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