



DEPUTY CORPORATE OFFICER

Department	Administration	Reports To	Corporate Officer
Directly Supervises	Corporate Services Coordinator, Secretary of Legislative Services Secretary/Receptionist (2), casual/temporary secretary/receptionists, other clerical staff		
Indirectly Supervises	N/A		
Key Internal Contacts	Chief Administrative Officer, Corporate Officer, Deputy Chief Administrative Officer, Department Heads, Board of Directors, Administration Staff		
Key External Contacts	Local governments, constituents, Ministries		

Position Summary

Board and Committee Meetings, Agendas, and Records. They assist the Chair and Chief Administrative Officer, as necessary, while working co-operatively with Department Heads and others to efficiently carryout the administration of the Regional District. This position routinely encounters information associated with the privacy of individuals or that is sensitive in nature and accordingly, confidentiality must be maintained at all times.

Key Accountabilities

- Supports and coaches administration staff towards maximizing personal and department efficiency, and other duties as deemed necessary by the Corporate Officer.
- Proofs and vets staff reports for Board and Committee Meetings, providing guidance and constructive feedback.
- Supervises and supports the preparation, assembly and distribution of Agendas for Board and Committee Meetings.
- Provides support to the Corporate Officer for facilitating Board Meetings, ensuring compliance with Robert's Rules of Order and PRRD procedures.
- Takes and ensures accurate Minutes are prepared following Board and Committee meetings.
- Ensures consistency for PRRD meeting Agendas and Minutes.
- Responds to and fulfills requests in compliance with FOIPPA, as directed by the Corporate Officer.
- Ensures all departmental follow-up correspondence, tasks, and reports arising from the Meetings, are complete.
- Provides advice to staff and Directors on Board procedures and the interpretation and application of the *Local Government Act, Community Charter* and *FOIPPA*.
- Provides support to the Corporate Officer for overall records management for the Regional District, including the official Board Meeting and Board Committee meeting minutes, bylaws, official records.
- Supports the Corporate Officer in developing policy, procedure, and bylaws in compliance with relevant legislation.
- Maintains the PRRD Policy and Procedure manuals.
- Prepares correspondence, reports, memos and records.
- Assists with the preparation and monitoring of the annual budget.
- Acts as Deputy Election Officer for local government elections and other voting opportunities.
- Builds and maintains strong working relationships with staff as well as a wide range of external stakeholders including Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, member municipalities and committees.
- In the absence of the Corporate Officer, acts as the Corporate Officer.
- In the event of an emergency situation this position will be a key member of the Emergency Operations Centre (EOC).
- Performs other related duties as requested.



Qualifications and Experience

- A certificate, diploma or degree in Public Administration is required, plus a minimum of five years' experience, preferably in a local government corporate administration setting.
- Computer skills and proficiency with Microsoft Office Suite.
- Strong analytical skills, paired with excellent written and verbal communication skills.
- Ability to meet specified deadlines with minimal supervision.
- Supervisory experience, ideally in a unionized environment.
- Local government elections experience.
- Experience with electronic Agenda preparation and management software.
- A working knowledge of the *Community Charter*, *Local Government Act* and *FOIPPA*.
- Municipal Clerk designation is an asset.

An equivalent combination of education, training and experience may be considered.

Core Competencies

Decision Making - Obtains information; identifies key issues and implications to make informed, objective decisions.

Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

External and Organizational Awareness - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of Peace River Regional District.

Influencing and Negotiating - Uses persuasion to gain the support and cooperation from stakeholders, superiors, colleagues, subordinates and other parties to achieve a desired course of action consistent with Peace River Regional District's goals and objectives.

Professional Integrity - Displays and promotes conduct and behaviours consistent with Peace River Regional District's standards.

Innovation - Develops new insights into situations and applies different and novel solutions to make improvements.

Leadership - Assumes responsibility for establishing clear team vision, goals and objectives; supports and motivates the delivery of high performance; enables direct reports in capacity and career development.

Change Leadership - Takes responsibility for leading, directing and managing organizational change.

Occupational Health and Safety - Applies knowledge of occupational health and safety principles and practices at Peace River Regional District.

Customer Service - Demonstrates a commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.

Relationship Building and Management - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy and politeness.