

## JOB POSTING

<b>POSITION:</b>	<b>Manager of Corporate Services</b> – Permanent, Full- Time (Exempt)
<b>DEPARTMENT:</b>	Corporate Services
<b>RATE OF PAY:</b>	\$95,000 – \$101,000 per annum ( <i>commensurate with experience and qualifications</i> )
<b>HOURS OF WORK:</b>	Monday – Friday, 8:00 AM to 4:30 PM (37.5 hours/week) + Evenings as required
<b>POSTING DATE:</b>	January 17, 2025
<b>CLOSING DATE:</b>	January 31, 2025
<b>ENTITLEMENTS:</b>	<i>Excellent benefits package, including a municipal pension plan; Flexible work schedule, and banked time in lieu; Relocation expense reimbursement for the right candidate; Rental housing available.</i>

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### UCLUELET

Ucluelet is home to some of the most pristine coastlines Canada has to offer with mountain and ocean views visible from almost every corner of the peninsula. Ucluelet is a thriving small town, rich with local indigenous history, a bustling tourist economy, wonderful local businesses, and is surrounded by natural beauty. Take a walk on the Wild Pacific Trail, surf the beach breaks in the Pacific Rim National Park, enjoy some of the best salmon fishing in Canada, kayak around the Broken Group islands, or view astonishing old growth trees in the rainforest.

Embarking on a career with the District of Ucluelet offers a rewarding experience for you to excel professionally and personally. As part of our team, you will have access to unparalleled opportunities for professional growth, mentorship, and innovative projects that shape the future of our community. Discover what Ucluelet has to offer by visiting [www.discoverucluelet.com](http://www.discoverucluelet.com).

Enjoy a true work- life balance by experiencing your vacation everyday!

### JOB SUMMARY

Reporting to the Chief Administrative Officer, the Manager of Corporate Services is responsible for the direction, organization and administration of the Districts legislative, corporate agreements, corporate policy administration, privacy, and records management functions.

The Manager of Corporate Services provides governance advice and recommendations to Council, and District staff, and provides leadership, direction and supervision to the Executive Assistant and bylaw officers. The Manger of Corporate Services will be recommended to Council for appointment as the District's Deputy Corporate Officer as outlined in the Community Charter, and serves as the Chief Elections Officer, Freedom of Information Head, and Privacy Officer. As Deputy Corporate Officer, the Incumbent will be required to undertake the duties of the Corporate Officer in their absence.

### JOB DESCRIPTION

#### Corporate/Council Responsibilities:

- Attend meetings of Council to ensure that proceedings are conducted in accordance with relevant bylaws, policy and parliamentary procedures.
- Provide advice, guidance and training to Council and its advisory bodies on legislative and parliamentary procedures.
- Interpret legislation, bylaws, policies and procedures for District Council, staff and the general public, and recommend amendments as required.
- Manage all correspondence, reports and information intended to be received by Council.
- Provide advice and guidance to staff regarding procedural matters and the Council report approval process; review all staff reports and recommendations for form and content to ensure compliance with Council policy, provincial legislation, and accepted standards.

- Manage the preparation and distribution of public notices, agendas and minutes for all Council meetings, public meetings and hearings as required by legislation, bylaws and Council.
- Ensure that the agendas, minutes, bylaws, contracts, agreements and other records of Council business are maintained, kept safe and are accessible.
- Maintain a follow up system for all matters as directed by Council resolution and facilitate required administrative follow-up activities.
- Act as Chief Election Officer, provide leadership and procedural oversight for civic elections, ensuring that municipal elections, by-elections, referenda and alternate approval processes are conducted in accordance with relevant legislation, bylaws, policies and procedures.
- In the absence of the Executive Assistant, responsible for preparing Council and committee agendas, recording minutes and resolutions of Council.

#### **Corporate Policy and Agreements:**

- Oversee the development, review and maintenance of administrative and Council bylaws and policies.
- Manage, administer and coordinate the development, implementation and maintenance of corporate standards and effective processes for maintaining agreements and other legal documents, ensuring corporate obligations are tracked and met.
- Produce and coordinate bylaws and corresponding public notices, maintaining an accurate record of same; keep current status records of bylaws including updating regulatory bylaws and ensuring that all approvals and registration with other government authorities is completed within guidelines.

#### **Leadership & Management**

- Lead, direct, and manage direct reporting staff with an emphasis on the execution of plans and delivery of services, providing guidance on establishing work priorities and setting goals and objectives, ensuring quality and service standards are met
- Oversees bylaw enforcement ensuring officers are implementing consistent bylaw enforcement in-line with Council priorities and meeting legislative enforcement requirements
- Provides leadership, supports training objectives and mentorship of bylaw enforcement personnel
- Develop and administer the department's budget and manage expenses within approved budgets
- Develops and assists in the drafting of bylaws, policies, resolutions, and reports after conducting all necessary research, analysis and consultation with the CAO and the District's solicitor
- Fulfills the duties of the Corporate Officer as described in the Community Charter
- Assists with developing new procedures and solutions to promote administrative efficiency and effectiveness
- Performs other duties as assigned by the CAO

#### **FOI & Privacy:**

- Perform the duties of the Freedom of Information and Protection of Privacy Head to ensure that statutory responsibilities regarding public access to records and the protection of privacy are met
- Manage and administer corporate policies, processes and controls related to the appropriate collection, storage, access, use and disclosure of corporate and personal information
- Conduct FOI file reviews of sensitive and highly confidential cases and investigate alleged violations of privacy regulations, policies and procedures
- Provide training to District staff on privacy and FOIPPA compliance, conduct Privacy Impact Assessments (PIAs) and perform internal compliance audits
- Oversee the development and maintenance of the District's records management system to meet applicable legislation including the classification, retention, safekeeping, preservation, retrieval and disposal of all District records throughout their lifecycle

**Required Knowledge, Skills and Abilities**

- Knowledge of municipal organizational structures and functions of specific committees, departments and divisions
- Excellent customer service skills, able to act with tact, authority and discretion in a confidential environment with a high level of attention to detail
- Political astuteness, tactfulness, with a knowledge of municipal government processes, parliamentary procedure and municipal legislation
- Knowledge of the Parliamentary Procedures, Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act and other relevant legislation
- Effective interpersonal, management, and written and oral communication skills
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines
- Sound knowledge of the records management system and principles

**Required Qualifications**

- A degree from a recognized post-secondary institution in Public/ Local Government Administration, Business Administration, or a related field
- Minimum of three (3) years of progressive leadership/management experience preferably in a local government setting or public sector environment
- Proven experience with managing multiple portfolios of varying size and complexity
- A combination of equivalent education and experience may be considered
- A valid Class 5 B.C. Driver's License
- The successful applicant will be required to provide criminal record clearance as a condition of employment.

**Working Conditions**

- Office environment
- Sitting for longer periods of time
- Evening or weekend attendance at Council Meetings, Public Hearings and/or public engagement events

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**How To Apply:**

Applicants meeting the above qualifications may apply by sending:

- ✓ Cover letter – *in PDF format.*
- ✓ Resume - *in PDF format.*
- ✓ References.

To: Samantha McCullough, Manager of Human Resources & Communications

Email: [careers@ucluelet.ca](mailto:careers@ucluelet.ca).

Office: 200 Main Street, Ucluelet BC

Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

*Only applications received before the position close date will be considered. The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted. Thank you.*