

**DISTRICT OF UCLUELET**  
**MANAGER OF CORPORATE SERVICES**  
**JOB DESCRIPTION**

---

**Department:** Corporate Services  
**Reports to:** Chief Administrative Officer  
**Subordinate Staff:** Administrative Assistant

---

*This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.*

**1. NATURE AND SCOPE OF WORK**

This exempt position is a complex administrative role of a confidential nature performed for the Chief Administrative Officer, supporting Mayor and Council, and senior management (Leadership Team). The primary purpose of this position is to fulfill the statutory responsibilities of the Corporate Officer (as described by Section 148 of the *Community Charter*). The incumbent also assists the CAO with a variety of tasks and is expected to take action with respect to organizing, delegating and processing work assignments. The Manager of Corporate Services is responsible for administering, updating and development of bylaws and policies. They are responsible for internal and external communications and overseeing the Districts social media.

**2. KEY RESPONSIBILITIES**

***Support to CAO, Council, and the Leadership Team***

- 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
- Supports the leadership team in the development of bylaws and policies ensuring regulatory compliance
- Maintains records of Council minutes, resolutions, bylaws, agreements, and other municipal documents
- Updates bylaw database and schedules to bylaws as amendments occur
- Performs research regarding legislation and other various topics
- Responsible for compiling materials for Council and Committee of the Whole agendas
- Attends and records minutes for all meetings of Council and its committees
- Prepares and distributes, reports, minutes, resolutions, bylaws, agendas, etc.

- Fulfills the duties of the Corporate Officer as described in the Community Charter
- Maintains and coordinates the Council Calendar
- Prepares documents, resolution trackers and correspondence resulting from Council meetings
- Drafts complex letters, reports and memorandums on a variety of issues at the direction of the CAO
- Assists with developing new procedures and solutions to promote administrative efficiency and effectiveness
- Performs other duties as assigned by the CAO.

### ***Human Resources Support***

- Assists in the hiring of staff and acts for the District in processing employee grievances, arbitration hearings and related labour relation matters in accordance with established practices
- Prepares notices and advertisements for vacant staff positions as required
- Develops interview questions related to vacant positions and aligned with the District's vision, values, and mission.
- Schedules and organizes interviews; participate in applicant interviews, as required
- Maintains employee job descriptions and ensure updates are made as required
- Assists in the development of human resource related organizational policies, as required

### ***Policy Research and Records Management***

- Reviews policies and procedures surrounding legislation affecting the operation of the District
- Creates new policies resulting from legislative changes
- Responsible for the management, protection and preservation of the District's records
- Assists with staff training related to records management - advises all staff on what is to be retained, for how long and how to separate records
- Arranges for appropriate disposal of records
- Processes freedom of information requests and acts as the District's Freedom of Information Head

### ***Communications***

- Drafts District press releases, notices and informal information items such as social media posts
- Distributes communications through District communication channels

### ***Other Duties***

- Supervision and assigning of work to the Administration Clerk
- Manages info technologies contract and oversees IT projects

## **3. PREFERRED KNOWLEDGE, ABILITIES AND SKILLS**

### ***Education & Qualifications***

- Degree in public administration or related field, or combination of equivalent training and experience
- Progressive experience in municipal government

### ***Knowledge, Abilities, and Skills***

- Knowledge of municipal organizational structures and functions of specific committees, departments and divisions
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail
- Political astuteness, tactfulness, with a knowledge of municipal government processes (relating to the function and objectives of a Council administration), 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
- High degree of skill in recording and transcribing minutes
- 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
- Knowledge of modern office practices and procedures with particular reference to clerical and secretarial operations
- Able to act with tact, authority and discretion in handling problems and complaints from the public
- Supervisory experience

## **4. GENERAL**

This position is an exempt position and part of the senior management team. The general hours of work are 8:00 am to 4:30 pm Monday to Friday. The position requires attendance at all meetings of Council which regularly include evenings. Compensation is commensurate with knowledge and experience.