

## Job Description

### Job Title: CORPORATE OFFICER

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<b>EXEMPT:</b> Yes	<b>DIVISION:</b> Administration
<b>SALARY LEVEL:</b>	<b>DEPARTMENT:</b> Corporate Services
<b>LOCATION:</b> Prince Rupert, British Columbia	<b>SUPERVISOR:</b> Chief Administrative Officer
<b>APPROVED BY:</b> Chief Administrative Officer	<b>DATE:</b> May 28, 2019
<i>Replaces:</i> Job Description 2012	<i>Dated:</i> January 1, 2012

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**SUMMARY:** The Corporate Officer, as appointed by the Board, is responsible for performing the statutory duties of corporate administration under section 236 of the *Local Government Act*. Under the general direction of the Chief Administrative Officer (CAO), the Corporate Officer undertakes administrative and corporate duties with a high degree of professionalism and confidentiality.

#### KEY RESPONSIBILITIES:

#### Supports the Board of Directors and Board established committees and commissions:

- Oversees the preparation of agenda packages, minute taking and distribution for meetings and public hearing and ensures follow up action as required;
- Attends and participates in Board and committee meetings as required;
- Acts on recommendation or requests arising out of meetings;
- Maintains and updates the corporate directives log on a regular basis; and
- Provides confidential administrative support as required.

#### Plans and coordinates corporate communication initiatives of the Regional District:

- Receives calls and incoming mail and responds to a variety of public issues on behalf of the Regional District;
- Drafts and issues advertising, press releases and other corporate communications;
- Updates the Regional District and subordinate websites; and
- Prepares Board correspondence.



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**Oversees development of bylaws to support Regional District functions and services:**

- Identifies the need for new bylaws or changes;
- Provides consultation to managers and the Board regarding bylaw requirements;
- Researches and drafts bylaws, statutory notices and documentation;
- Coordinates public approval processes;
- Certifies copies of bylaws and other legal documents;
- Acts as a signing officer for the Regional District as required.

**Assumes the role of Chief Election Officer for the coordination and running of elections:**

- Compiles forms, books voting places, assists with hiring and training of election officials, drafts notices, processes nominations and elector forms, and any other duties as delegated.

**Serves as the FOI Coordinator for the purposes of the Freedom of Information and Protection of Privacy Act:**

- In accordance with the *Freedom of Information and Protection of Privacy Act*:
  - Processes Freedom of Information requests by retrieving and preparing document for release, calculating fees estimates and drafting related correspondence for information release;
  - Ensures the protection of privacy in the release of Regional District records to the public.

**Ensures the overall effectiveness of the corporate records management system:**

- Administers all aspects of records management including implementing and maintaining the Regional District records management system;
- Provides information technology support as required.



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### KEY RELATIONSHIPS:

To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.

#### Internal

- Chair and Members of the Board of Directors;
- Chief Administrative Officer ; and
- Other Managers and staff.

#### External

- Members of the public and media representatives;
- Local and provincial government staff and representatives; and
- Other service providers or contractors.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

#### Formal Education and Training:

- Completion of post-secondary education in business, general studies or public administration or related discipline; and
- Completion or progression toward a recognized program in Local Government Administration (preferred).

#### Experience:

- Three years' experience in public sector corporate administration (preferred); and
- Experience working with the Local Government Act, Board or Council meeting procedures, agenda preparations and the production of minutes (preferred).



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### **OTHER SKILLS/KNOWLEDGE:**

- Ability to interpret legislation, bylaws, resolutions, agreements, documents, corporate records and related materials;
- Good working knowledge of the Local Government Act and Freedom of Information and Protection of Privacy Act;
- Strong computer literacy and knowledge of standard computer software, including word processing and database software;
- Knowledge of website maintenance;
- Ability to communicate effectively, orally and in writing, including ability to draft, format minutes and write and interpret complicated legal documents such as bylaws and notices;
- Must possess political acuity and be able to successfully deal with matters of a sensitive nature;
- Highly organized with strong attention to detail; and
- Ability to handle and prioritize work for a deadline driven department.

### **SUPERVISORY RESPONSIBILITIES:**

- Provides guidance and direction to clerical staff.

### **ADDITIONAL INFORMATION:**

- Flexible hours required for attending evening Board meetings and public hearings;
- Satisfactory results from an RCMP criminal records check; and
- Required to maintain a valid BC driver's license.



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