

TERMS OF REFERENCE

CORPORATE OFFICER



FUNCTION:

The Corporate Officer is responsible to the City Manager to oversee the day-to-day operations of the Administration Department, and to perform the Clerk and Corporate Administration function.

REPORTING RELATIONSHIPS:

Reporting to: City Manager

Subordinates: RCMP Executive Assistant/Office Manager, Administrative Assistant

AUTHORITY:

- 1. The Corporate Officer is authorized to take any reasonable action necessary to exercise statutory duties given to him/her under Section 148 of the Community Charter, and to carry out the general responsibilities assigned to him/her provided such action demonstrates sound judgement and does not deviate from prescribed municipal policy and procedures, municipal bylaws, approved municipal practice and procedure, or the provisions of the Community Charter.*
- 2. The Corporate Officer may delegate portions of his/her authority and responsibility to appropriate staff but may not delegate or relinquish overall responsibility for results nor accountability to the Mayor and Council for the performance of his/her duties.*

STATUTORY DUTIES:

- 1. The Corporate Officer is responsible for ensuring accurate minutes of the meetings of the Council and its Committees are prepared and that the minutes, bylaws and other records of the business of the Council and its Committees are maintained and kept safe.*
- 2. The Corporate Officer is responsible for ensuring that access is provided to records of the Council and its Committees, as required by law or authorized by the Council.*
- 3. The Corporate Officer is responsible for certifying copies of bylaws and other documents, as required or requested.*

4. *The Corporate Officer is responsible for administering oaths and taking affirmations, declarations and affidavits required to be taken under this or any other Act in relation to local government matters.*
5. *The Corporate Officer is responsible for accepting, on behalf of the City, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the City.*
6. *The Corporate Officer is responsible for keeping the corporate seal and having it affixed to documents, as required.*

GENERAL RESPONSIBILITIES:

1. *To ensure the preservation of bylaws, contracts, and other legal documents of the City.*
2. *To co-ordinate and schedule Standing Committee meetings, in consultation with the appropriate staff and Council representative.*
3. *To supervise the maintenance of a centralized administrative filing system, and maintenance of the City's overall record management system.*
4. *To oversee the Freedom of Information and Protection of Privacy Legislation for the City of Terrace.*
5. *To prepare correspondence for the Mayor and City Manager and ensure the distribution and acknowledgement of correspondence to Mayor and Council and the Administration Department.*
6. *To attend Standing Committee meetings as required, as technical advisor, representing the Administration Department.*
7. *To develop and recommend for approval to the City Manager, and/or the appropriate Committee of Council, bylaws, policies and procedures, required to regulate the operation of the Administration Department as required.*
8. *To attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.*
9. *To make all preparations for municipal elections, when required, and to act as the Chief Election Officer at any election, when no Chief Election Officer or Deputy has been appointed, or where the appointee does not attend.*

10. *To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.*
11. *To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.*
12. *To make recommendations regarding staff training, attendance at seminars, conferences, etc.*
13. *To be responsible for the second step of the grievance procedure for employees under his/her jurisdiction.*
14. *To prepare and submit to the City Manager, the annual capital and operating budget for the Administration Department.*
15. *To approve financial and operating transactions, as outlined in the Administrative Policies and Procedures Manual.*
16. *To assume the responsibilities of the City Manager, in his/her absence, as required.*
17. *To prepare reports and maintain such records and information as may be necessary to perform this function.*
18. *To carry out additional related tasks and functions, as assigned by the City Manager.*

QUALIFICATIONS/EXPERIENCE:

1. *Minimum five (5) years of related experience within local government, including supervisory experience, or an equivalent combination of education and experience.*
2. *Post secondary education in Public Administration, Business Administration, or related discipline.*
3. *Working knowledge of the Local Government Act, Community Charter, and other acts and regulations applicable to the position.*
4. *Knowledge of local government objectives and issues.*

- 5. Work effectively with elected officials, staff and members of the public.*
- 6. Strong analytical and problem-solving skills, with a focus on high-quality outputs and results.*
- 7. Ability to supervise in a unionized environment and at a senior management level.*
- 8. Exceptional written and verbal communication skills.*
- 9. Valid BC Driver's Licence.*