



DIRECTOR OF CORPORATE SERVICES

Penticton, BC

The City of Penticton is seeking a dynamic individual to assume the position of **Director of Corporate Services**.

Working with the City of Penticton means that we are privileged to spend our days where others dream of vacationing. Our home boasts renowned beaches, cycling trails, parks, recreation facilities and mountain escapes. Penticton is also home to a wide array of shopping and amenities that contribute to the vibrancy of our unique community.

Reporting to the Chief Administrative Officer, the successful candidate's mandate will be to:

- Provide overall leadership and direction to the Corporate Services Team (comprised of Legislative Services and other departments as assigned by the CAO), including work planning, scheduling and staff mentoring/coaching
- Prepare the Department's annual project-based business plan and budget tied directly to the Strategic Plan and participate in the budget process with Council
- Develop and implement the City's administrative policies and operational procedures
- Oversee local government elections and referenda pursuant to the Community Charter, Local Government Act and Election Act
- Oversee best practices and protocols regarding Council meeting administration, corporate records management, and keep current on legislative changes that affect local government
- Provide advice to City staff, committee members and Council, including explanation and interpretation of bylaws, meeting protocols, procedures and rules of order, and legislative requirements
- Establish operating procedures, work methods and standards covering the delivery of services in the areas of Council meetings, public notices, corporate records management, and carry out corrective action, as required
- Oversee the process of meeting scheduling, preparation and distribution of agendas and materials for Council/Committee/and public hearings; bylaw preparation; distribution of all supporting material and minutes
- In conjunction with staff, oversee the administration of the BC Freedom of Information and Protection of Privacy Act (FOIPPA), including file preparation, correspondence, and timely response coordination
- Oversee all aspects of corporate records management for the City, including minutes of Council/Committee meetings, and original Contracts and Agreements
- Be a key liaison to Council regarding the Administration of the City and prepare Council Reports and recommendations as applicable
- Serve as Acting CAO, when requested

Our ideal candidate will have:

- A degree in Public Administration, Law, or Political Science, including course work in municipal government. A graduate degree is an asset.
- Minimum five (5) years' experience in municipal administration
- Experience managing a municipal election
- Significant experience with parliamentary procedures and *Robert's Rules of Order*
- Knowledge and understanding of municipal budgeting and finances
- Strong public speaking skills and experience making presentations to Council
- Superior written skills
- Demonstrated ability in effective leadership

The **Director of Corporate Services** will be adept at establishing and maintaining a variety of stakeholder relationships, be customer-service focused and an adaptable problem-solver who observes corporate services through a strategic lens.

Salary for this position will be determined based on the successful candidate's education and experience. The City of Penticton also offers a competitive benefit and pension package.

If you are interested in this opportunity, please submit your resume by 4:00 pm on February 5th, 2019 to:

apply@penticton.ca

PLEASE QUOTE COMPETITION NO: 19-07E