



## **MANAGER, LEGISLATIVE SERVICES**

**(Exempt)**

*Effective January 8, 2024*

**Competition #:** 167-COV-23  
**Closing Date:** October 8, 2023  
**Annual Salary:** \$106,149.01 - \$124,880.52

Reporting to the Director, Corporate Administration, this position provides corporate administrative support services for the Corporate Administration Division. The incumbent is responsible for the supervision of the Legislative Services Department. In addition, the incumbent is appointed as the Corporate Officer and performs all related statutory functions.

### **Duties:**

- Assists the Director, Corporate Administration with the implementation of Division Goals and Council Strategic Plan initiatives.
- Prepares and compiles a variety of correspondence, documents, and research.

### **Ensures Statutory Compliance:**

- Responsible for preparation of Council Meeting Agendas and Minutes.
- Prepares the agenda for Regular and In-camera Council Meetings in consultation with the Mayor and Chief Administrative Officer.
- Provides procedural advice at in-camera and open Council and public hearing meetings to the Mayor and members of Council.
- Ensures Council meeting minutes are taken and distributed and that Council direction is communicated to applicable staff.
- Ensures tracking and follow-up of all outstanding Council directives and development initiatives is undertaken.
- Responsible for preparation and filing of in-camera excerpts.
- Manages Council correspondence and distribution of information.

### **Manages the Corporate Records Management System:**

- Recommends and administers retention periods and manages document destruction.
- Oversees coordination of archive space, including maintaining index.
- Oversees development and maintenance of the electronic document management system.

- Oversees development and maintenance of the records Preservation Program.

**Prepares and Interprets Bylaws, Policies and Procedures:**

- Researches and prepares bylaws, policies and procedures as directed by Council or senior staff.
- Explains and/or interprets bylaws, policies and procedures to the public, staff and Council.
- Reviews draft bylaws prepared by other staff to ensure consistency in format and statutory authority/approval requirements.
- Acts as Commissioner for Taking Oaths and Affidavits.

**Conducts Local Government and School Trustee Elections and By-Elections and Referendums as Chief Election Officer:**

- Manages the election process to ensure all statutory requirements are met.
- Prepares annual election budgets and by-election or referendum budgets as needed between general local elections.
- Ensures a thorough election staff training program is developed and ensures appropriate conduct of staff training.
- Selects contract staff and/or hiring of elections staff as required within budget.
- Prepares election bylaws and reports to Council, as required, in advance of elections and in response to legislative change or suggested administrative change.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Signing authority for Bylaws and legal documents.
- Maintains City policies in coordination with all City Divisions.
- Prepares and monitors the Legislative Services Department budget
- Manages ongoing staff performance and conducts performance reviews.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- University degree in Public Administration, Business Administration or a related field
- Certificate in Local Government Administration.
- 7 years related experience, including three (3) years in a management supervisory role in local government administration with sufficient professional qualifications to qualify for a Certificate in local government statutory administration.
- Certified Municipal Clerk Designation, desirable.

- An equivalent combination of education and experience may be considered.

**Required Knowledge, Skills and Abilities:**

- Knowledge of current local political climate.
- Knowledge of Records Management practices
- Demonstrated proficiency with the Community Charter, Local Government Act and FOIPPA legislation.
- Computer skills sufficient to obtain information from a municipal system and run stand-alone word processing, data base, spreadsheet and communications applications.
- Accurate keyboarding speed of 55 wpm.
- Communication skills, written and verbal, sufficient to establish working relationships with Council, municipal staff, and the public.
- Political sensitivity.
- Ability to maintain confidentiality
- Ability to juggle multiple competing priorities, to work under pressure and to tight deadlines.
- Ability to work flexible hours including evenings and weekends.
- Ability to work with minimal supervision.
- Ability to research and provide diverse information to Council, staff and the public.

**To Apply:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

**Internal Applicants:**

- Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!