
VILLAGE OF CHASE
POSITION DESCRIPTION

Position Title: Deputy Corporate Officer
Department: Administration
Supervisor's Title: Director of Corporate Operations

Job Summary

Under the general direction of the Director of Corporate Operations, the Deputy Corporate Officer oversees corporate record management and provides support for senior management. The Manager is responsible for and to work cooperatively with other Village departments in the coordination of projects. Incumbent will attend Council meetings as requested.

Key Duties and Responsibilities

1. Core Responsibilities

- Prepares agendas and minutes (public and closed)
- Cemetery administration supervision (Stone Orchard software management, Consumer Protection)
- Community Hall administration supervision
- Economic Development Initiatives
- Community group liaison (Chamber, Lions, Rotary, Museum, Health Foundation etc.)
- Grant Opportunities, research, application and reporting support
- Human Resource support
- Research on bylaws, policies, procedures, best practices
- Capital procurement
- Communications, website, social media, newsletters

2. Contracts and Agreements

- Manage Village land lease agreements, Crown agreements, other agreements
- Manage contracted staffing agreements
- Prepares RFPs, tendering documents for the provision of works and services
- Monitor contract delivery ensuring all terms and conditions are met
- Records Management

3. Manage Training and Education

- Assess organizational training needs and organize seminars and training
- Tracking of employees' certifications, licenses, and compliance
- Tracking of organizational certifications, licenses, and compliance

4. Interactions with Others

- Communicate and interact professionally and effectively with multiple internal stakeholders in service delivery
- Professionally represent the Village in dealing with the public, outside agencies, government departments and other external bodies promoting a favourable public image of the Village of Chase

The ideal candidate will:

- Possess a thorough knowledge and understanding of the provision of municipal public works and services and be familiar with best practices
- Possess a high level of written and oral communications skills
- Demonstrate the ability to learn, motivate, and team-build with a diverse and experienced employee group
- Have a sound understanding and knowledge of human resource practices and any legislation pertaining to the management of unionized employees
- Possess the ability to confidently exercise considerable independent judgement and make sound decisions that reflect well on the department and the organization
- Be able to maintain necessary confidentiality

Education, Training and Experience

- A minimum of 3 years recent experience
- Completion of Grade 12 or equivalent
- Experience developing, tendering and administering contracts

This job description is open to review when it is apparent that the job being performed has significantly evolved from the original description.