

POSITION TITLE: Director Legislative, Community and Agricultural Services

REPORTS TO: Chief Administrative Officer

DIRECT REPORTS: Administrative Assistant Community Services Coordinator
Manager Agricultural Services Communications Coordinator
Community Peace Officers Records Management
Economic/Community Development Officer

POSITION SUMMARY: As part of the County's Senior Management Team this position will oversee and provide legislative services for the organization. Manages the maintenance and updating of County bylaws and policies and serves as the County's FOIPP Coordinator. Builds and maintains relationships with municipalities, Council, public and private agencies. Prepares or has prepared, the agenda for Council's annual Organizational Meeting, acts as the Clerk to the Subdivision and Development Appeal Board and coordinates Assessment Review Board meetings and attends such meetings; attends Council (as required) and other policy-level meetings; follows up on Chief Administrative Officer's Action List; coordinates the review and preparation of reports (division boundary reviews, procedure bylaws and parliamentary procedures, appointments of designated officers, terms of reference for committees, etc.) to ensure compliance with legislation. Coordinates the review, preparation and updating of bylaws and polices to ensure compliance with MGA and other applicable legislation; coordinates procedures to ensure that municipal elections, by-elections and plebiscites adhere to provisions of Local Authorities Election Act. Responsible for supervising and providing leadership to Agricultural Services, Economic/Community Development, Records Management, Communications, Community Services, and the Community Peace Officer programs.

DESCRIPTION

1. Evaluates the effectiveness of the department's policies, programs and resources to established objectives, reviews issues and makes recommendations to the CAO for appropriate action. Develops and recommends appropriate legislative and management procedures within County Services.
2. Develops for approval department operating/capital budgets and long-range budgets that support the department's mandate and meets the goals and objectives of Council.
3. Directs and evaluates operational/capital requirements and service delivery and maximizes efficiencies by seeking grants, reviewing contracting opportunities, utilizing outside expertise, fostering partnerships, altering operational delivery, applying current technology and providing appropriate staff training.
4. Provides guidance, support and expert advice related to the development of Council reports, bylaws, policies and procedures and interpretation of legislation (Municipal Government Act, Procedure Bylaw), including confidential and sensitive matters.

5. Coordinates the annual Organizational Meeting, overseeing the appointment of members for Council-appointed Boards and Committees; maintain corresponding records.
6. Oversees the County's Community Services section, including Peace Officers, to make certain the section operates effectively and efficiently. Reviews relevant public issues with the section staff and ensures follow up and resolution.
7. Attends, or is represented by, meetings of Council, Committees, Boards and Commissions appointed by Council/CAO as necessary, and assists in the decision-making process by providing advice, guidance and consultation, as required. Acts as a liaison between external agencies and organizations and County administration; represents the County at various administrative boards and tribunals, when required.
8. Meets regularly with the management team and CAO Office department employees to keep abreast of operations, facilitate two-way information exchange and provides input for legislative activities. Liaises with provincial government, other municipalities, industry and the public regarding technical and day-to-day matters.
9. Coordinates the research, development and ongoing updating of municipal policies and procedures across all County departments. This includes providing verbal and written advice and opinions to the County Administration and Council on a diverse range of legal matters; drafting and reviewing policies and bylaws, correspondence, and negotiating and reviewing a variety of contracts and agreements.
10. Provides direct leadership on the role of development and implementation of internal and external communications policies and strategies for the County. Supervises the County's Communication Coordinator.
11. Liaises with members of the business community and the general public regarding business development opportunities; provides assistance to external organizations, boards, committees and regional initiatives; offers advice to Council, senior management and staff with respect to the development of processes to enhance and implement a County strategy to broaden the County's economic base
12. Is the FOIPP Head for the County, designated by Council, and holds the final authority on all decisions under the Freedom of Information and Protection of Privacy Act for the County; provides direction and legislative requirement advice to the organization with a focus on corporate records policies, maintenance and procedures. Identifies and recommends guidelines for the protection of critical documents and retained information records.
13. Serves as Secretary to the Subdivision and Development Appeal Board and Clerk to the Assessment Review Board as per the terms and conditions set out in the Municipal Government Act.
14. Develops and maintains a positive and proactive Customer Services philosophy throughout the Department. Responds to public and media inquiries and complaints according to approved procedures. Maintains the confidentiality of sensitive information seen or heard.

15. Performs all duties with a level of interpersonal skill appropriate to the position and may be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position specification.

REQUIRED QUALIFICATIONS

(The requirements listed below are the specified credentials for the position; the incumbent must be willing and able to attain these qualifications)

- Undergraduate degree or post secondary diploma in Law, Public Administration, Business Administration or related discipline, combined with three (3) to five (5) years of related experience in a mid to senior management level position in a public-sector organization;
- Proven management skills plus post secondary education in the functional areas of municipal government – Senior Executive Fellows Program Certificate (CLGM) would be an asset;
- Thorough knowledge and understanding of the Municipal Government Act, Freedom of Information and Protection of Privacy Legislation and the preparation of Privacy Impact Assessments; and the ability to analyze and interpret all legislation affecting municipal operations;
- Comprehensive knowledge of legal and parliamentary procedures, administrative law, rules of natural justice and quasi-judicial bodies;
- Excellent communication skills (written, verbal and listening) which include outstanding editing and legal drafting skills; with an eye for detail and accuracy;
- Strong political acumen with the ability to work in a non-partisan manner using excellent interpersonal, problem-solving and conflict resolution skills;
- Effective management, team building, leadership and supervisory strengths, with a commitment for continuous improvement. Strong capability to identify needs, plan and develop goals, priorities, and other outcome measures;
- Personal initiative with good planning and organizational skills as well as a high degree of integrity and professionalism; and
- Hands-on application and use of computer applications.

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.

Agreed to: _____
Date

By: _____
Employee

Supervisor