



Settle down.



DEPUTY CORPORATE OFFICER

The City of Grand Forks is looking to add a key member to their leadership team. This is an incredible opportunity for a motivated individual to help lead and enhance the administrative functions of our diverse and dynamic municipal operations. This position is full-time and offers a competitive salary and full range of benefits.

Situated at the confluence of the Kettle and Granby Rivers in the southern interior, Grand Forks is known for its Okanagan weather and Kootenay lifestyle. We are a small community of friendly yet engaged citizens situated in a sunny river valley surrounded by mountains and lakes. There are opportunities for a diverse range of winter and summer outdoor recreation opportunities. From a small kid-friendly ski hill to accessible bike trails, to extreme downhill biking, sledding, and backcountry adventure. Enjoy the food security delivered by the growing agricultural sector in the valley or the warmest tree-lined lake in Canada. We've got the weather, we've got the food, we've got the fun. What are you waiting for!

Corporation of the City of Grand Forks
PO Box 220
7217-4th Street
Grand Forks, BC V0H 1H0
250-442-8266



The City of Grand Forks – Job Posting

Position Title: Deputy Corporate Officer
Department: Corporate Administration Department
Position Type: Full Time Regular, Exempt
Hours of Work: 37.5 hours per week
Salary: \$75,000 – \$90,000 Annual

The City of Grand Forks is looking to add a key member to their leadership team. This is an incredible opportunity for a motivated individual to help lead and enhance the administrative functions of our diverse and dynamic municipal operations. As a Deputy Corporate Officer reporting to the Corporate Officer, you will play a crucial role in supporting the Corporate Administration Department and the overall strategic initiatives of our city.

The ideal candidate has a combination of post-secondary education related to local government administration, training, and experience in a comparable role at a management level, preferably with experience in a progressive and diversified small to medium-sized local government.

As the Deputy Corporate Officer, you will be responsible for developing and implementing communication strategies, managing internal and external communications, and overseeing the City's social media presence. You will support day-to-day administrative operations, including office management and executive support, while coordinating with various departments to ensure operational efficiency. Additionally, you will plan and execute community engagement events, foster relationships with local organizations, and help coordinate the delivery of IT systems to meet organizational needs. Your role will also include implementing and maintaining effective records management systems, ensuring compliance with legal requirements, and overseeing document storage and retrieval processes.

A complete job description is available on the City's website at www.grandforks.ca/careers

Using the subject line "Deputy Corporate Officer", please submit your resume and cover letter, in confidence, to Human Resources, City of Grand Forks, 7217-4th Street (PO Box 220), Grand Forks, BC, V0H 1H0, or by e-mail: **corporate@grandforks.ca**

Cover letters and detailed resumes, including references, will be accepted until 12:00 pm (noon) on Friday, August 23, 2024, or until a suitable candidate is found.

The City of Grand Forks appreciates the interest and effort of all applicants in applying for this position, however only those selected for an interview will be contacted.

SCHEDULE 'C'

City of Grand Forks

Job Description

Deputy Corporate Officer / Communications

Title: Deputy Corporate Officer / Communications

Corporate Title: Deputy Director of Corporate Administration

Reports to: Corporate Officer

Subordinate Positions: Corporate Administrative Assistant

Position Summary: Responsible for developing and implementing communication strategies, managing internal and external communications, and overseeing the company's social media presence. Supports day-to-day administrative operations, including office management and executive support, while coordinating with various departments to ensure operational efficiency. Additionally, the DCO plans and executes community engagement events, fosters relationships with local organizations, and helps coordinate the delivery of IT systems to meet organizational needs. This role also includes implementing and maintaining effective records management systems, ensuring compliance with legal requirements, and overseeing document storage and retrieval processes.

PRIMARY RESPONSIBILITIES

1. Support Corporate Administration
2. Communications
3. Support Information Systems Management
4. Community Support & Events
5. Records Management

DUTIES

1. Support Corporate Administration
 - 1.1 Provides general confidential secretarial support and administrative assistance functions for the Mayor, Chief Administrative Officer and Corporate Officer as required in a politically sensitive manner.
 - 1.2 Meeting Legislative Advertising requirements when requested.
 - 1.3 Takes minutes at meetings when requested.
 - 1.4 Assists with agenda preparation when requested.

- 1.5 Processes highly confidential and personnel material, documentation, reports, agreements, and correspondence.
 - 1.6 Conducts bylaw, policy, and legislative research.
 - 1.7 Annual Budget Preparations with Corporate Officer.
 - 1.8 Assists with and Coordinates Freedom of Information Requests.
 - 1.9 Assists with the Asset Management Program overview from a Corporate Administration point of view to ensure corporate strategies are met.
2. Communications
 - 2.1 Develops and executes comprehensive communication strategies to enhance the City's brand and visibility.
 - 2.2 Crafts and manages content for various channels, including press releases, newsletters, social media platforms, and other advertising.
 - 2.3 Serves as the primary point of contact for media inquiries and coordinates public relations efforts.
 - 2.4 Oversees the creation and distribution of internal communications to ensure consistent messaging across the organization.
 - 2.5 Facilitates clear and timely communication between departments and external stakeholders.
 - 2.6 Manages crisis communication efforts and provides guidance on handling sensitive information.
 - 2.7 Ensures all communications align with company values, brand guidelines, and legal requirements.
3. Information Systems Management
 - 3.1 Assists with the maintenance of the City's Information Systems in accordance with Industry and Asset Management best practices.
 - 3.2 Assistant Liaison with SD51 Technology Department regarding shared infrastructure.
 - 3.3 Annual Budget preparations with all departments regarding technology and software.
 - 3.4 Assist other departments with software and hardware selection in accordance with Industry and Asset Management best practices.
 - 3.5 Assist other departments with long-term capital and software and hardware planning.
4. Community Support & Events
 - 4.1 Oversees the planning, organizing, and execution of community engagement events, including City events, programs, and public activities.
 - 4.2 Collaborates with local organizations, stakeholders, and community leaders to build partnerships and enhance events.
 - 4.3 Develops event concepts and objectives, manage logistics, and coordinate with vendors and service providers.
 - 4.4 Manages event budgets, track expenses, and ensure financial efficiency.
 - 4.5 Monitors and evaluates event success through feedback, metrics, and post-event analysis, and provides recommendations for future improvements.

- 4.6 Reviews Policy, procedures and bylaws to support strategic directives.
- 5. Records Management
 - 5.1 Develops and implements comprehensive records management policies and procedures to ensure efficient and compliant handling of organizational documents.
 - 5.2 Establishes and maintains an organized filing system, both physical and digital, to facilitate easy access and retrieval of records.
 - 5.3 Ensures compliance with legal, regulatory, and industry standards for record-keeping and data protection.
 - 5.4 Conducts regular audits of records management practices to identify areas for improvement and ensure adherence to best practices.
 - 5.5 Manages the transition of records to digital formats where applicable and oversees the use of document management systems.
 - 5.6 Provides training and support to staff on records management procedures and best practices.
- 6. Performs other related duties as required.

PREFERRED QUALIFICATIONS:

- 1. Excellent interpersonal skills – must tactfully and professionally deal with various levels of government officials, members of the public, and fellow employees.
- 2. Experience in public sector corporate administration, preferably in the municipal sector, is desirable.
- 3. Experience in developing and managing budgets
- 4. Experience in developing policies and procedures
- 5. Extensive knowledge of relevant Information Systems hardware and software.
- 6. Excellent oral and written communication skills are necessary – ability to prepare reports, minutes, and correspondence.

REQUIRED LICENSES, CERTIFICATES

The ideal candidate has a combination of post-secondary education related to local government administration, training, and 3 years' experience in a comparable role at a management level.

HOURS OF WORK

37.5 Hours per week