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## Position Vacancy: Assistant Corporate Officer

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### *Great City, Great Work, Great Future!*

DEPARTMENT:	<b>Legislative Services</b>	STATUS:	<b>Full Time</b>
NO. OF POSITIONS:	<b>One</b>	UNION:	<b>Exempt</b>
HOURS OF WORK:	<b>Mon.-Fri. 8:30 a.m. - 4:30 p.m.</b>	SALARY:	<b>\$38.57 to \$42.51 per hour</b>

The City of New Westminister is seeking an experienced professional to join its staff in the Legislative Services Department and reporting to the Director. In this challenging and rewarding position you will be responsible for the provision of legislative, policy and procedural advice to City Council, senior staff and the public.

This is a role which requires the ability to establish and maintain effective working relationships with elected officials, colleagues across the organization and the public. The successful candidate will possess a thorough understanding of the statutory requirements, administrative and procedural functions of a municipal government, be able to utilize tact and diplomacy at all times, perform a wide range of tasks under tight deadlines, and undertake the statutory duties of the Corporate Officer when necessary. When required, this role acts in an advisory/resource capacity to the Department Director; staff and Council in the matters relating to Freedom of Information (FOI) and the City's Electronic Data Management System (EDMS).

Within the organizational structure of the Legislative Services Department, the Assistant Corporate Officer is primarily responsible for ensuring the proper preparation and distribution of agendas and minutes, activities related to the correct process of Council Meetings, Public Hearings, Standing and Select (Advisory) Committees and other "ad hoc" committees from time to time, conduct research and the writing of reports to Council (as required by the Director) and lead a portion of the Legislative Services team.

The successful candidate possesses excellent oral and written communication skills, substantial knowledge of the principles and practices of a Legislative Services role – including the provisions contained within the Community Charter and Local Government Act, the FOIPPA Act, Roberts Rules of Order, agenda management, the taking of minutes and the provision of general advice on meeting procedure, ability to plan and deliver on all aspects of municipal elections and referenda, ability to research and analyze various sources of information, draw conclusions, and report out on those findings, ability to understand and manage complex situations and problem solve where/when necessary, effective supervisory, coaching/mentoring and leadership skills, excellent customer service skills and abilities and must be available to work outside of the normal hours of work as attendance at evening and/or other meetings will be required. The successful candidate possesses a degree/diploma from a recognized University, College or Technical Institutes in a discipline related to the work supplemented by courses in business and public administration and considerable related municipal experience and municipal election experience. Courses leading to a Senior Certificate in Local Government Administration is also preferred. An equivalent combination of training and experience will also be considered.

Apply by sending your resume quoting **competition #11-38, by October 24, 2011** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The City of New Westminister is committed to employment equity.  
We welcome diversity and encourage applications from all qualified individuals.*