

	Deputy CAO /Manager Legislative Services Job Description	Department	Administration
		Date Approved	November 2024
		Revised	HMC Draft 3 November 27, 2024

REPORTS TO: Chief Administrative Officer (CAO)

REPORTS: Administrative Assistant-Reception Clerk/Finance Clerk

Primary Duties:

1. Responsible for the overall oversight and administrative management of all legislative services (Federal and Provincial) for the municipality, bylaws, policies, The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP), compliance *under The Northern Municipalities Act* and *The Northern Municipalities Regulations* for Saskatchewan, and Committees of Council. Provides leadership, advice, and training to Council and staff with regard to Council meeting procedure and governance processes.
2. Establishes and implements administrative policies, procedures, standards, and guidelines programs and provides leadership in ensuring that all Village policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Village as defined by Council or directed by the CAO.
3. Coordination, preparation and distribution of Council and Committee of the Whole Meeting Agendas and Minutes.
4. Performs Recording Secretary duties for Council and Committee of the Whole Meetings. Assists in transcribing meeting minutes, preparation, and distribution of Council agendas. Attends all meetings of Council and committees, providing assistance and advice on procedural matters, ensuring that all legislated requirements are adhered to ensuring issues requiring the attention of Council are brought forward in a timely manner and that all background information or documentation is available to facilitate informed decision-making.
5. Maintains and updates the Village website, Facebook and assists other staff members in communicating on behalf of the Village.
6. Supports the implementation of Council business operations and protocols through the CAO's Office as required.
7. Maintains and supports a framework of bylaws and policies review and development, meeting procedures, agenda review, meeting management, follow-up action items, Council agenda report writing, and drafting of resolutions/motions to support Council's governance role.
8. Leads the coordination of municipal elections, by-elections and censuses.
9. Participates in the development of municipal project plans, arranges and facilitate various meetings, prepares meeting materials, writes and prepares reports as required.
10. Assists with the review bylaws and policies prior to approval to ensure cross-organizational consistency and compliance with established standards for grammar and formatting.
11. Provides legislative research, analysis, and briefing support for Council and the CAO dealing with issues as they relate to the operation of the Municipality.
12. Responsible for drafting, review, interpretation, and oversight of contracts, bylaws, and policies while overseeing municipal obligations for privacy and access, cemeteries, records

management, records retention, and providing advice, guidance, and assistance on a variety of legislative, legal, and administrative matters relating to areas of responsibility.

13. Directs the preparation, maintenance and custody of official records and documents of Village Council and its committees, including minutes of Council, committees, bylaws, leases, contracts, agreements and other corporate documents.
14. Provides all payroll and group benefits functions for the Municipality, including the preparation and filing of Records of Employment (ROE) as required and in compliance with Saskatchewan legislation.
15. Acts in the capacity of CAO in the absence of the CAO from the workplace.
16. Performs any other duties that may be assigned from time to time.

Experience & Qualifications

The incumbent should have a minimum of three years' experience, preferably in a Municipal Government setting along with a post-secondary certificate or diploma in office or business administration, paralegal studies or equivalent.

The position also requires a valid Saskatchewan Class 5 driver's license and is subject to a Criminal Record.

Working knowledge of The Northern Municipalities Act, The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP), (or other Access and Privacy Legislation (National/International) would be considered an asset.

Excellent computer skills, including advanced knowledge in Excel, Word, PowerPoint, and other Microsoft applications, along with above-average analytical and verbal and written communication skills. Proficiency in municipal financial programs, and video conferencing systems would be an asset.

Having a Standard C Certificate and/or willingness to obtain it is required. An equivalent combination of education and experience may be considered.

The incumbent will be expected to demonstrate a high level of integrity and professional conduct and be perceived as consistent, neutral and objective in business activities, plus must have an ability to interpret bylaws, resolutions, contracts, official records and related legal documents.

Accountability/Responsibility

Reporting to the CAO, the incumbent is directly responsible for all municipal legislation, certain aspects of municipal finance and assists the CAO as required. The incumbent also oversees the day-to-day work of the Administrative Assistant-Reception Clerk and Finance Clerk.

Unique Position Requirements

Attends meetings of Council, Committees, Public Hearings, and other meetings as required by Council or the CAO.

Researches grants and draft applications for municipal and project considerations.

The nature of this position requires the incumbent to exercise tact and diplomacy in dealing with other staff, external agencies and citizens of the Municipality as well as issues related to the management of the Municipality's financial resources.

The incumbent must demonstrate a strong ethical standard and integrity and be able to deal with confidential and/or sensitive information respecting client confidentiality and maintaining a high standard of professionalism and diplomacy in carrying out the various responsibilities.

Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment, along with excellent organizational and time management skills.

Computer software and equipment use:

Microsoft Word, Outlook, Excel, and Munisoft applications, including Financials (General Ledger and Custom Reporter, Accounts Payable, Paymate Acclaim Payroll); Receivables (Tax Assessment, Utility Billing and Receivables, General Accounts Receivable, Receipting); fax, phone, copier and printer.

Incumbent

Chief Administrative Officer

Date