



The City of Grand Forks – Job Posting

Position Title: Corporate Officer
Department: Corporate Administration Department
Position Type: Full Time Regular, Exempt
Hours of Work: 37.5 hours per week
Salary: \$100,000 – \$125,000 Year

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 Corporate Officer reporting directly to the Chief Administrative Officer (CAO), you will play a crucial role in supporting the strategic initiatives of our city.

The ideal candidate has a combination of education, training and 5 years' experience in a comparable role at a senior management level, preferably with extensive experience in a progressive and diversified small to medium-sized local government. This person Directs, coordinates and controls staff activities related to corporate administration and community support. Coordinates and/or provides advice to the Chief Administration Officer, Boards, Committees and Commissions. Acts as the Officer responsible for Corporate Administration for the City in accordance with the Community Charter. Depending on qualifications, the position may also manage the Information Technology services of the City.

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

Using the subject line "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 Monday, June 17, 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.



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 lead a composite department comprised of full-time Chief Officers and over 40 dedicated, committed, and highly motivated volunteer firefighters.

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 and accessible bike trails to extreme downhill biking, skiing, 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



Settle down.

Position Summary

Directs, coordinates and controls staff activities related to corporate administration and community support. Coordinates and/or provides advice to the Chief Administration Officer, Boards, Committees and Commissions. Acts as the Officer responsible for Corporate Administration for the City in accordance with the Community Charter. Depending on qualifications, the position may also manage the Information Technology services of the City.

Primary Responsibilities

1. Corporate Administration
2. Community Support

Desirable Responsibilities

3. Information Systems Management

Primary Duties

1. Corporate Administration
 - 1.1 Provides advice to the Chief Administrative Officer on appropriate policies for the governance of the Department.
 - 1.2 Performs the duties of the Officer responsible for Corporate Administration as described in the Community Charter.
 - 1.3 Directs, coordinates, supervises and controls assigned staff activities; oversees the work performance.
 - 1.4 Hires, trains, appraises and releases (as necessary and in consultation with the Chief Administrative Officer) assigned departmental staff within approved personnel policies.
 - 1.5 Responsible for the overall management for all Council related meetings, including agenda creation and minute taking.
 - 1.6 Coordinates, facilitates or provides advice to committees, boards or commissions (as appropriate) on matters within the jurisdiction of the department.
 - 1.7 Prepares or directs the preparation of background reports and recommendations or draft agreements for review by the Committee of the Whole (COTW) and/or Council.
 - 1.8 Attends or provides departmental representation at meetings for Council, Committees, etc. as necessary or as directed by the Chief Administrative Officer.
 - 1.9 Prepares reports and statistical summaries as necessary for review by the Chief Administrative Officer, Council, or other bodies.
 - 1.10 Reviews and assesses long range policy initiatives by the Province, other jurisdictions, etc.
 - 1.11 Works with the Chief Administrative Officer on the implementation of Council's strategic plan.
 - 1.12 Processes highly confidential material, documentation, reports, agreements and correspondence; including Freedom of Information related functions as delegated by the applicable bylaws and Acts.
 - 1.13 The department oversees the Communications functions of the organization, including social media and the website.
 - 1.14 Conducts bylaw, policy, and legislative research.

- 1.15 Provides policy and bylaw templates for other departments.
 - 1.16 Prepares and organizes bylaws and policies as required.
 - 1.17 Oversees the Records and Information Management Program as delegated by bylaw.
 - 1.18 Oversees the management of the organization's contracts.
 - 1.19 Oversees the annual workplans, budget preparations, and long-term budget planning for the Corporate Administration department.
2. Community Support
 - 2.1 Oversees all services related to community support to ensure the program is successful and according to City policy and approved budget. Community Support includes oversight of Events, Fee for Service agreements, Exclusive Use agreements, Facility Use and Lease agreements, and economic development as it relates to the support of these various community organizations.
 - 2.2 Annual Budget preparations that include these various programs.
 - 2.3 Oversees Policies, procedure and bylaws to support Council's strategic directive in this regard.
3. Performs other related duties as requested by the Chief Administrative Officer.

Desirable Duties

4. Information Systems Management
 - 4.1 Oversees and maintains the City's Information Systems in accordance with industry and asset management best practices. These systems include a Microsoft domain with 75+ devices, 20+ virtual servers, cloud SharePoint Records Management systems, Fiber Network Infrastructure with 20+ sites, 70+ Cisco VoIP devices, 15+ Meraki Wireless AP's, Wireless WAN, Cisco WAN/LAN switching and routing, Firewalls, 30+ mobile devices, Water/Sewer SCADA systems, Electrical SCADA systems, Airport Fuel and AWOS systems, Bulk Water Station, Analog and Digital radio communication systems, Bosch alarm security systems, Fire Alarm panels, Irrigation controllers, and Avigilon video security systems with 45+ devices; any other related software and hardware.
 - 4.2 Liaison with School District No. 51 (SD51) Secretary Treasurer and Technology Department regarding shared infrastructure and other shared resources.
 - 4.3 Oversees Annual Budget preparations with all departments regarding technology and software.
 - 4.4 Oversees software and hardware selections of other City departments in accordance with industry and asset management best practices.
 - 4.5 Oversees long-term capital, software, and hardware planning for other City departments.

Minimum Qualifications

- Advanced Certificate or Diploma in Business Administration, Public Administration, Public Policy, Law or a related field.
- 5 years of progressive experience in a comparable role at a senior management level.
- Extensive experience in a progressive and diversified small to medium-sized local government.
- An acceptable equivalent combination of education and experience may be considered.
- The successful applicant must submit a current Criminal Record Check that is acceptable to the City.

Other requirements include

- Thorough understanding of the statutory requirements, administrative and procedural functions of a local government including, but not limited to, the provisions contained within the Community Charter, Local Government Act, the FOIPPA Act, Robert's Rules of Order, agenda management, minute taking, and the provision of general advice on meeting procedures, as well as the development and adoption of municipal bylaw, policies and procedures.
- Excellent interpersonal skills to support multiple parties at the Council and senior level and to provide strategic advice on critical issues that have significant community impacts.
- Excellent written and verbal communication skills with the ability to negotiate, influence, and liaise effectively with colleagues, members of the public and external agencies.
- Advanced analytical and problem-solving skills, with an ability to interpret emerging issues.
- Track record of success in promoting and maintaining a work environment which fosters and rewards teamwork, initiative, accountability, diversity and innovation.
- Strong political and business acumen with an understanding of the challenges and opportunities that municipalities face.
- Strong financial management skills (including knowledge of budgeting and accounting practices) with the ability to manage operational budgets and expenditures for the division.
- Ability to work outside the standard hours of work.

Preferred Qualifications

- As this position is responsible for civic elections, experience leading or knowledge of the local government election process is desirable.
- Demonstrated ability to work in the digital environment, including working with e-agenda and electronic records management systems.
- Experience within a public sector or municipal environment would be considered an asset.

Information Systems – Desirable Qualifications

- Strong background in IT, including knowledge of systems, networks, software development, cybersecurity, and emerging technologies.
- Strong communication skills to effectively convey technical information to both technical and non-technical stakeholders.
- Strong project management skills, including the ability to plan, organize, execute, and monitor projects to ensure they are completed on time and within budget.
- Adept at solving complex problems with an ability to think critically and creatively to find innovative solutions.
- Ability to think strategically and anticipate future technology needs and trends to align IT initiatives with the overall strategic goals of the organization.
- Flexible to changes in technology, business requirements, and industry regulations.
- Ability to translate technical solutions into business value and make decisions that align with the organization's objectives.
- Experience in managing teams and technology contractors, including hiring, training, and performance management.
- Certificates in relevant areas such as project management (e.g., PMP), IT service management (e.g., ITIL), cybersecurity (e.g., CISSP), or specific technologies would be considered an asset.

Job Description
Corporate Officer

- The successful applicant must possess a valid Class 5 BC driver license and submit a current drivers abstract that is acceptable to the City.