



JOB DESCRIPTION

Manager of Legislative Services

Department: Corporate Services	Date: February 1, 2022
Reports to: Director of Corporate Services	Approved by Chief Administrative Officer

Position Overview

Reporting to the Director of Corporate Services, this position effectively directs the activities of the Legislative Services division – deputy chief elections officer requirements, management of bylaws, preparation of Council and Committee agendas, policies, agreements and contracts, records and information management program, FOIPPA requirements and requests, privacy management, as well as scanning services – in support of Langford’s strategic and operational plans.

Major Accountabilities

Oversees the production and distribution of Council and Committee agendas, minutes, reports as well as required notices.

Fulfills the statutory duties of the Chief Election Officer under the *LGMA – Elections Manual* for the organization, conduct and follow-up of Municipal Elections, Referendums, Local Area Service petitions, Alternatives Approval Processes and ensuring they are conducted in accordance with relevant legislation, bylaws, policies and procedures.

Oversees the management of the City’s, including supervising the naming and numbering, the consolidation of bylaws, and the storage of permanent records as required by provincial statute.

Oversees the management of the Corporate Records and Information Management Program ensuring proper management, storage and control.

Has the authority and responsibility to manage the Privacy Management program, and acts as co-head of the FIPPA program

Directs and manages the Legislative Services Division staff including: records and information management, privacy management, preparation of agendas, bylaws, contracts and agreements, policies, Council and Committee meeting preparation, deputy election duties, and scanning services.

Manages the City's scanning services for the transition of paper to electronic as the official record.

Develops, manages and controls the Legislative Services division budget and business plan taking corrective actions as required to achieve objectives and meet targets.

Qualifications

- University degree in Public Administration, Business Administration or a related field.
- Five (5) years related experience, including three (3) years in a management supervisory role in Municipal Administration with sufficient professional qualifications to qualify for a Certificate in local government statutory administration.
- Certified Records Manager in good standing.
- An equivalent combination of education and experience may be considered.

Skills and Abilities

- Thorough knowledge of *Community Charter* and *Local Government Act* in relation to the Legislative Services division, related statutes, laws, and regulations;
- Thorough knowledge of the *Freedom of Information and Protection of Privacy Act* and related legislation;
- Expert knowledge of records and information management procedures;
- Thorough knowledge of election legislation and election practices/procedures and requirements;
- Expert knowledge of the electronic records management systems as related to the work performed;
- Excellent oral, written, interpersonal, management and conflict resolution skills;
- Strong analytical and planning skills;
- Ability to maintain the confidentiality of information related to the function of the position.