



JOB COMPETITION

OPENING DATE: Wednesday, December 22 2010
CLOSING DATE: Friday, January 07 2011 at 4:30 PM

COMPETITION NUMBER #10-0633

ASSISTANT CORPORATE SECRETARY (EXEMPT)

Corporate Secretary Office, Education Centre, 515 MACLEOD TRAIL SE
12-Month, Full-Time Status, 1.0 FTE

PURPOSE AND ACCOUNTABILITY

The purpose of this job is to provide functional support and assistance to the Office of the Corporate Secretary in fulfilling the requirements of the Corporate Secretary of the Board as defined by the Alberta School Act. This job also provides functional support and assistance as required to the elected Trustees and to the Board of Trustees

This job is accountable for:

- providing advice and consultation to the Board, Superintendents, and the public on the Board's statutory, archival, and operational affairs;
- providing effective, collaborative and proactive leadership to the Office of the Corporate Secretary, which includes effective organization and communication, effective inquiry and problem solving, and the establishment of goals and work processes;
- effectively planning, administering and interpreting parliamentary procedures and Board procedures;
- researching, analysing and preparing correspondence and reports on behalf of the Corporate Secretary; and
- effectively acting as the corporate representative of the Board in matters falling within the scope of the office as delegated by the Corporate Secretary;
- In consultation with the Director, Client Services and the Corporate Secretary, establishing business processes that achieve consistencies, efficiencies and effectiveness in the workflow of the Office of the Corporate Secretary.
- Supporting the Calgary Board of Education's purpose of ensuring that quality learning is accessible to all its students by providing comprehensive and objective leadership to support the Office of the Corporate Secretary.

QUALIFICATIONS

- University degree in a relevant discipline such as business administration, political science or law.
- Minimum of ten years progressively more responsible experience in a professional administrative role with demonstrated supervisory responsibilities.
- An equivalent combination of directly related post-secondary education and directly related experience may be considered.
- Applicants must have significant previous experience in working closely with Boards, in the corporate



secretarial role and interpreting and applying legislation.

- Demonstrated knowledge and experience in maintaining and organizing a dynamic records management function combined with working knowledge of computer software applications related to effective records management.
- Knowledgeable in public sector business processes, policy development and rules of order for public meetings.
- Demonstrated research, correspondence and report writing skills.
- Superior interpersonal skills and the ability to communicate effectively and exercise independent judgement and direction.
- Strong school board system knowledge is an asset.
- Ability to work under limited supervision in a highly consultative and collaborative environment with senior personnel and elected trustees, under rigorous conditions of confidentiality.
- Demonstrated strong tact, diplomacy and integrity skills due to the high degree of exposure to highly confidential information.
- Demonstrated trustworthiness to maintain confidentiality and to make appropriate judgement for information sharing in a highly political environment.
- Demonstrated organizational and time management/workload management skills.
- Personal suitability.

MAJOR RESPONSIBILITIES

1. Attends all regular and special meetings of the Board of Trustees. Identifies and monitors all major decisions and votes cast to aid in later verifications of draft minutes. Provides quality assurance of documented discussion and decisions.
2. Monitors and assists in the preparation of Board agendas. Ensures meeting arrangements and extends invitations as required. Meets weekly, or as required, with Director, Client Services, Legal Affairs, to monitor Board and Committee agendas for planning and scheduling purposes. Follows-up on schedule and agenda changes with system personnel.
3. Serves as a resource to Trustees, senior management/administration, and the public respecting Board governance policies, decisions and reports. Provides advice to system personnel in a senior resource capacity. Provides advice and consultation to the Board, Superintendents, and the public on the Board's statutory, archival, and operational affairs. Interprets, makes decisions and communicates information to members of CBE management/administration, school personnel and the public with respect to Board Operations. Assists, as required, in responding to inquiries and concerns from parents, agencies, associations or other members of the public on matters directed to the Board, the Corporate Secretary, or individual Trustees.
4. Organizes forums, briefings and other informational sessions for the Board of Trustees as requested. Attends to or supervises the tracking of requests for information by Trustees. Follows-up with Trustees, Service Units and the Chief Superintendent's Office on matters requiring response or scheduling of items for Board of Committee meetings. Ensures timely and accurate preparation and distribution of Board-related material in consultation and coordination with Trustees, senior administration, and scheduled attendees.
5. Participates in the development and implementation of guidelines and procedures for ensuring Board reports and presentations are submitted on time with prompt follow-up on action items arising from Board and Committee Meetings. Recommends revisions to Board Meeting and Administrative Procedures, as



required.

6. Supervises the CBE administration of policies related to Board governance policies, procedures, records and other designated matters.

7. Ensures appropriate procedural requirements are adhered to for the meetings of the Board of Trustees, as specified in the School Act, Board Procedures and Robert's Rules of Order. Assists the Corporate Secretary in interpretation of Board Procedures and Robert's Rules of Order for Trustees and Senior Administration. Serves as parliamentarian to the Board, as delegated by the Corporate Secretary, at all regular and special meetings.

8. In accordance with the School Act and as delegated by the Corporate Secretary, is responsible for the sufficiency determination of petitions submitted to the Board of Trustees under the School Act.

9. Implements tracking procedures for requests for Board information and maintains the accuracy and integrity of records management systems to aid in the tracking process. Supervises maintenance of the Official Board Minute Book. Acts as custodian of official documents, including all Board reports, agendas and minutes. Ensures the security of all documents and directs maintenance of indexes and summaries. Maintains historical files and ensures the appropriate storage and retention of all corporate records housed in the office. Assists with the transfer of documents to Archives in accordance with Board Policy. In conjunction with the Records Management work section, assumes responsibility for the Board's Archives.

10. Recruits and selects staff for the Corporate Secretary's Office. Monitors and evaluates performance in relation to expected levels of service delivery and professional conduct. Identifies areas of growth and concern as required ensuring concepts of natural justice and fairness for the employee. Carries out disciplinary actions, up to and including termination, as required.

11. Plans, organizes and manages the operation of the Corporate Secretary's office. Coordinates activities within the office and ensures back-up of personnel for all key positions. Monitors the Work Unit budget allocations and expenditures and advises on the status of accounts.

12. Assists the Corporate Secretary, senior administration and Trustees, as requested, in conducting research, preparing analysis and synthesis of research, development of reports and resolutions, as well as information to be otherwise compiled, synthesized or used for presentation by Trustees and the Board. This includes providing policy development support for governance processes of the Board.

13. Provides overall direction for the implementation of the Local Authorities Election Act within the Calgary Board of Education. In consultation with the City of Calgary, Election Services, provides leadership for the development, coordination and implementation of effective policies, guidelines and procedures to manage the CBE's compliance with the Act. Ensures timely and appropriate communication to the public and responses to requests related to the Act. Monitors compliance of trustee candidates with the Trustee Election Campaign Contributions By-law for elections and by-elections of trustees for the Calgary Board of Education.

14. Represents the Office of the Corporate Secretary on the Board of Trustees' School Naming Committees.

15. Serves as a support resource to the Board Agenda Planning Committee and the Board Procedures Committee in the absence of the Corporate Secretary.

16. As a member of the Legal Affairs Management Team, participates in the development of the Legal Affairs and the Office of the Corporate Secretary's work unit strategic plan and budget requirements.

17. As a leader within Legal Affairs, participates and contributes, as required, to Legal Affairs' programs, policy frameworks, approaches and processes.

18. Performs other responsibilities as assigned.



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Interested in this opportunity? Apply To:

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Calgary Board of Education

Preference for promotion and consideration for transfer shall be given to applications from permanent Calgary Board of Education employees. Interested applicants are asked to make application by résumé indicating the job competition number. If you have any relations in the department in which this position exists, please indicate relationship and name of employee on your application.

NOTE: In order to ensure and maintain a safe and secure working and learning environment, applicants new to the Calgary Board of Education WHO ARE OFFERED EMPLOYMENT must complete and pass a police security clearance before employment is confirmed.

