



Municipality of the District of St. Mary's Position Description

Position Title: Municipal Clerk & Special Projects Coordinator

Reports to: Chief Administrative Officer

Classification: Permanent Full-Time

Position Summary:

This position will provide administrative assistance to the Chief Administrative Officer in matters relative to the general management of the Municipality, specifically through project management, research, managing inquiries, correspondence, and electronic communication for the CAO and all Department Heads.

Principle Duties and Responsibilities:

The following is an outline of the duties and responsibilities for the Clerk/Special Projects Coordinator. The listing is not intended to be all inclusive or to limit the initiative to expand his/her function beyond this scope, nor is it intended to limit the CAO's right to assign other duties.

Municipal Clerk:

- Research, develop and update Policies and Bylaws as required for council approval
- Prepare and deliver Council Services, such as orientations and presentations on identified topics
- Responsible for the preparation of Council and Committee packages as well as the recording of all the proceedings of Municipal Council
- Maintain the minutes binder and official Policy and By-Law book
- Research and assist preparation of correspondence and reports for the Chief Administrative Officer to use at Council meetings, presentations, and public consultation.
- Active Member of Association of Municipal Administrators and serve on committees to facilitate positive advancement of best practices in administration

Special Projects Coordinator:

- Provide administrative support to all department heads as needed
- Represent the Municipality on inter-municipal committees as assigned.
- Coordinate and Serve on a variety of Municipal committees, including, but not limited to, Joint Occupational Health and Safety Committee, Fire Services, EMO Committee and Audit Committee.

- Manage and update the Nova Scotia Civic Addressing File database in conjunction with civic addressing coordinator
- Designated Officer for Records Management System as it relates to the Records Management Policy
- Coordinate Municipal Signage development and replacement
- Follow-up on outstanding items and undertake other required actions to keep the CAO informed as necessary
- Manage the Voyent Alert Municipal Notification System
- Manage Municipal Website

Finance/General:

- Provide back up to the front desk reception in absence of Receptionist/Cashier
- Manage municipal items for the Municipal Newsletter as it relates to the Newsletter Policy
- Manage Water Utility Quarterly billing process and provide Arrears Reports to Director of Finance
- Utilize Diamond Municipal Software to assist with property tax maintenance projects
- Participates in relevant training and development programs. Maintains a relevant knowledge base and skill set, including upgrading computer skills.

Required Qualifications:

- Post-secondary education; Business Degree or equivalent
- Two years' experience in a municipal government setting
- Excellent project management abilities
- Advanced computer and technology literacy
- Ability to exercise independent judgment and discretion;
- Extremely strong time management, organizational skills and a strategic thinker;
- Proficiency in analytical thinking, problem solving, resolving conflicts and bringing others to consensus in the best interest of the Municipality;
- Strong listening and diplomacy skills, as well as the ability to develop positive and productive relationships
- Proactive perspective, offering ideas on how to make improvements
- Working with a team
- Confidentiality