



Employment Opportunity:

Municipal Clerk / Special Projects Coordinator

The Municipality of the District of Saint Mary's is currently seeking applications for the position of Municipal Clerk / Special Projects Coordinator. 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.

Duties of the Position include:

- Responsible for the preparation of Council and Committee agendas and information 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, develop and update Policies and Bylaws as required for council approval
- Research and assist preparation of correspondence and reports for the Chief Administrative Officer to use at Council meetings, presentations, and public consultation.
- 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
- Provide back up to the front desk reception in absence of Receptionist/Cashier
- Manage Water Utility Quarterly billing process and provide Arrears Reports to Director of Finance
- Manage Municipal Website and Municipal Notification system.
- Other duties as assigned

Qualifications:

- Post-secondary education or a combination of relevant education and experience
- Two years' experience - government setting considered an asset
- Excellent project management abilities
- Advanced English literacy skills
- Advanced computer and technology literacy, proficiency in MS Word an asset
- Ability to exercise independent judgment and discretion
- Extremely strong time management, organizational skills and a strategic thinker

This is a full-time permanent position. The Salary range for this position is \$31,961- \$39,951 per year, based on qualifications and demonstrated ability. Work hours are 35 hours per week, with some evenings as required for Council and Committee meetings

Application by resume and cover letter along with references will be accepted until 4pm on **Friday, June 11th, 2021**. Applications accepted by: Email: marian.fraser@saint-marys.ca or by mail, or in the drop box outside of the Municipal Office at 8296 HWY 7, Sherbrooke.

Only those applicants selected for interviews will be contacted.