

Employment Opportunity:



Position Title:	Municipal Clerk
Reports to:	Chief Administrative Officer/Director of Finance
Classification:	Term (Maternity Leave: July 2023-October 2024) / Full-Time (35hrs/week) – Salary
Salary:	\$ 42,342

Position Summary:

This position will provide administrative assistance to the Chief Administrative Officer (CAO) 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. In addition, this position will also provide administrative support to the Director of Finance (DOF) in matters relating to property tax bills processes and water utility account processes. Work hours are 35 hours per week, with some evenings as required for Council and Committee meetings.

Duties of the Position:

The following is an outline of the duties and responsibilities of the Municipal Clerk. The listing is not intended to be all-inclusive or to limit the initiative to expand their function beyond this scope, nor is it intended to limit the CAO's / DOF's right to assign other duties.

- 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.
- Make arrangements for Councillors when travelling to conduct business on behalf of the Municipality.
- Responsible for the preparation of Council and Committee packages as well as ensuring IT is prepared and recording all the proceedings of Municipal Council.
- Maintain the minutes' binder and official Policy and By-Law records.
- Research and assist preparation of correspondence and reports for the Chief Administrative Officer to use at Council meetings, presentations, and public consultations.
- Maintain an active membership with the Association of Municipal Administrators of NS.
- 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 as assigned.
- Manage and update the Nova Scotia Civic Addressing File database.
- 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 the Municipal Website & Facebook Page.
- Provide backup to the front desk reception duties in conjunctive with or in the absence of the 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 the 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.



Qualifications:

- Post-secondary education in business and/or in office administration, public administration, or other related fields or a combination of relevant education and experience.
- A certificate in Local Government Administration is considered an asset.
- Two years of experience in a government setting is considered an asset.
- Excellent project management abilities.
- Advanced English literacy skills.
- Advanced computer and technology literacy.
- Ability to exercise independent judgment and discretion.
- Extremely strong time management, organizational skills, and strategic thinking.

Skills:

- Excellent project management abilities.
- Advanced English literacy skills.
- Advanced computer and technology literacy.
- Ability to exercise independent judgment and discretion.
- Extremely strong time management, organizational skills, and strategic thinking.
- Proficiency in analytical thinking, problem-solving, resolving conflicts, and bringing others to a consensus in the best interests of the Municipality.
- Strong listening and diplomacy skills, as well as the ability to develop positive and productive relationships.
- Works well in a team setting.
- Strong discretion and confidentiality.

Applications:

Applications by resume and cover letter along with references will be accepted until **4:00 pm on Friday, June 9th, 2023, or until the position is filled.** Only those applicants selected for interviews will be contacted.

Applications accepted by:

Email to marissa.jordan@saint-marys.ca

Mailed to 8296 HWY 7, PO Box 296, Sherbrooke NS, B0J 3C0

Faxed to 902-522-2309