

Employment Opportunity:



Position Title:	Municipal Clerk and Emergency Management Coordinator
Reports to:	Chief Administrative Officer & Director of Finance
Classification:	Two Year Term: February 2026 to January 2028/ Full-Time (35hrs/week) This is a term maternity leave backfill position; however, there is potential for the role to be reviewed and considered for extension or conversion to a permanent position. Upon the return of the incumbent, duties and title of the position will be reviewed and refined.
Salary:	\$44,870-\$55,674 per annum; Dependent upon experience and qualifications

Position Summary:

This position fulfills the role of Clerk for the municipality, as defined in The Municipal Government Act. They also provide administrative assistance in matters related to the general management of the Municipality, specifically through project management, research, managing inquiries, correspondence, and electronic communication for the CAO and all Department Directors. 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. The position also fulfills the role of Emergency Management Coordinator for the municipality. 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 and 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.
- As Emergency Management Coordinator, assist in developing and delivery of the municipal emergency preparedness program
- 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 conjunction with or in the absence of the Receptionist/Cashier.
- Manage Water Utility Quarterly billing process and provide Arrears Reports to the Director of Finance.



- Utilize Municipal Accounting Software to assist with property tax maintenance projects.
- Participate in relevant training and development programs. Maintain a relevant knowledge base and skill set, including upgrading computer skills.

Qualifications and Skills:

- 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, discretion and confidentiality.
- Extremely strong time management, organizational skills, and strategic thinking.
- Excellent project management abilities.
- 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.

Applications:

Applications by resume and cover letter along with references will be accepted until **4pm on Monday, January 5th, 2026 or until the position is filled.** Only those applicants selected for interviews will be contacted. The Municipality of the District of St. Mary's is an equal opportunity employer and are committed to a work environment that supports, inspires and respects all individuals.

Applications accepted by:

Email to: employment@saint-marys.ca

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

Faxed to: 902-522-2309