

Are you looking for the opportunity to work in a collaborative environment alongside dedicated professionals committed to public service? Then come join our team as Municipal Clerk and play a central role in local governance and help to make an impact in shaping the future of our community.

### **POSITION OVERVIEW**

The Clerk performs specialized clerical duties and provides administrative support for the Mayor and Council, and the Chief Administrative Officer (CAO). He/she is responsible for all statutory powers and corresponding position duties as defined in the Local Governance Act; including, but not limited to, custody of the corporate seal, administration and management of municipal records, contracts, and of all other related legal documentation to ensure compliance with policies and statutes. The Clerk coordinates and attends all Council meetings and schedules delegations to appear at Council when necessary. As a primary point of contact for the public and the Office of the Mayor, the Clerk processes, researches and responds to all formal public inquiries and requests for information, including under RTIPPA. The Clerk documents, updates, and keeps records of all by-laws, resolutions, minutes, Council reports and notices and makes them available to the public as required.

### **KEY RESPONSIBILITIES**

- Establish, update and maintain local governance administration documentation and file management systems and processes to ensure the following:
  - Retention and retrieval of all municipal records including electronic
  - Preparation and appropriate distribution of agendas, minutes and by-laws and other relevant reports for Council meetings
  - Preparation and presentation of reports to Council as directed or required
  - Preparation, maintenance and issuance of all municipal licenses and certifications
- Draft by-laws, policies and resolutions with the CAO and consultation with other members of the senior administration team
- Consider and respond as required to all requests pursuant to the New Brunswick Right to Information and Protection of Privacy Act (RTIPPA)
- Communicate decisions of Council to interested parties and act as a resource person to Councilors advising on Council procedures, duties and responsibilities of Council and members
- Coordinates and oversees the publication of official public notices, advertisements and other pertinent information, primarily on the Town's website and or with official media/social media outlets
- Works closely with the CAO in advising Mayor and council on issues concerning protocols, local governance procedures, town by-laws and provincial statutes
- Work closely with the Director of Finance and Treasurer to assist and maintain insurance files and renewals
- Other related duties as assigned by the Mayor and CAO

### **EDUCATION AND EXPERIENCE**

- A post-secondary degree or diploma in public administration, commerce, business administration or an equivalent combination of education and experience in a related field (office administration, legal secretariat or records management)
- Minimum of 5 years of professional experience in an office administration and/or records management position
- Minimum of 3 years of experience working within a government agency, preferably a municipality
- Previous responsibility in a position which required knowledge of and adherence to applicable legislation, codes, governing processes, procedures and protocols
- Completion of or willingness to complete training/certification in Governance and Administration for Local Governments
- Experience in formal meeting etiquette and Robert's Rules of Order regarding parliamentary procedures
- Commissioner of Oaths or willingness to obtain the certification required for appointment as a commissioner



## Job Opportunity - Municipal Clerk

### **KNOWLEDGE, SKILLS & ABILITIES**

- Excellent verbal and written communication skills to facilitate the preparation of reports and presentations to Council and for the development of effective policies and procedures
- Advanced computer proficiency in Microsoft Office and records management/electronic filing systems
- Well-developed analytical skills to enable problem solving and decision-making
- Familiarity with applicable provincial legislation, codes, and protocols governing municipal council processes, administration, activities and local governments - NB Local Governance Act, RTIPPA and Woodstock municipal by-laws
- Demonstrated ability to exercise tact, discretion, sound judgment and to maintain a high level of confidentiality
- Skilled in documentation preparation, note-taking for recording meeting minutes
- Strong planning, time management and organizational skills
- Must be able to work independently and as part of a team while juggling and prioritizing multiple tasks and projects in a dynamic and public-facing work environment
- Class 5 driver's license with driving record for standard risk insurance requirements
- Clean criminal background check

**Position Status:** Full-time, Permanent

**Pay Range:** \$65,000.00-\$80,000.00 per year

**Benefits:** Extended health care, dental care, vision care, disability and life insurance, pension, dental, free employee and family assistance program, complimentary gym membership/wellness pass for the AYR Motor Centre - Tim Horton's Wellness and Fitness Centre

**Application deadline:** **Monday, April 21, 2025.** Please apply by *sending CV and cover letter email to [hr@woodstocknb.ca](mailto:hr@woodstocknb.ca)* Only those candidates selected for an interview will be contacted.