



Clerk and Treasurer

Village of Bible Hill, Nova Scotia

The Village of Bible Hill is located across the Salmon River from the Town of Truro in Colchester County, Nova Scotia. Incorporated in 1953, the Village today is a vibrant, primarily residential community with a population of over 5,000 people.

The current Clerk and Treasurer is retiring after 30 years in the job and, on their behalf, we are seeking a highly-respected individual to replace him.

What qualities are needed in this role?

The Clerk and Treasurer is the Chief Administrative Officer of the Village and is responsible for managing its activities in accordance with the Municipal Government Act of Nova Scotia. Working with an elected body of five Commissioners, including the Chair, you will provide timely guidance to them and under their direction ensure that all policies, programs and services are carried out effectively.

Ideally, you have several years' leadership experience in senior administrative, financial, or management roles, preferably in the public sector. You have suitable academic or professional credentials and a track record building consensus among various stakeholders such as elected officials, staff, other levels of government, and citizens.

You understand the issues and challenges facing smaller municipalities and are familiar with best practices in financial management, administration, operations, human resources, and governance. You have a successful track record of accomplishments and possess well-developed personal qualities including communications, problem solving, leadership, and, most important, integrity.

A strong leader and facilitator, you will support staff in achieving their performance objectives. You will also keep an open line of communication with residents to ensure they are aware of major policies and initiatives being undertaken. Lastly, you have proven experience working with elected officials and bring a complete understanding of governance.

Does this sound like you? If so, write us a cover letter describing the contributions you can make to the Village of Bible Hill, and merge this into your resume as one document. You can email this information to us at apply@geraldwalsh.com, quoting project number 1756 in the subject line. We encourage applications from all qualified individuals.