



**EMPLOYMENT OPPORTUNITY  
RURAL COMMUNITY OF SUNBURY-YORK SOUTH**

**Class Title**

**ADMINISTRATIVE MUNICIPAL ASSISTANT CLERK**

**Salary**

\$40,000 to \$50,000 Annually

**Hours**

35-40 Hours a week. **Full-Time**

**Hire timeframe.**

ASAP

**Benefits**

**The Rural Community of Sunbury-York South** provides a benefits package to regular full-time employees, including Health & Pension.

A selection of included upgrading courses.

**About**

Sunbury-York South Rural Community (SYSRC) was incorporated on January 1, 2023. SYSRC is a brand-new Entity that is evolving each day. SYSRC encompasses the old LSD of New Maryland (minus the village) and the OLD LSD of Rusagonis-Waasis. SYSRC contains approximately 7500 population. Rome was not built in a day, as they say, and neither will SYSRC. However, we need to hire an administration staff member to help with this growth and creation of a new Rural Community- are you that person?

**Summary Description**

Under the direction of the CAO, performs various highly responsible and complex professional administrative tasks for the CAO/ Rural Community's Clerk's Office and Rural Community's Council in support of a wide range of programs, operations, services, and policies.

Responsibilities could include Council agenda publication, attendance at Council meetings, and preparation of official Council minutes. Assists in administrating the Rural Community-wide records, Accounting, and information management system. In their absence, the Assistant Rural Community Clerk acts officially on behalf of the Rural Community Clerk.

**Identifying Characteristics**

The ADMINISTRATIVE MUNICIPAL ASSISTANT CLERK is a single position responsible for assisting in planning and organizing administrative and operational services of the CAO/Clerk's Office. Independent judgment is required in interpreting and applying laws and policies. Incumbents participate in operational budgeting and division planning processes. Significant interaction with elected and appointed officials needed to perform duties. The ADMINISTRATIVE MUNICIPAL ASSISTANT CLERK is distinguished from the CAO/Clerk, who has statutory and overall responsibility for the division but will be expected to fill in for the CAO/CLERK in their absence.

### **Duties & Responsibilities**

The following list of duties is intended to describe the various types of work that may be performed and is not intended to be an all-inclusive list of responsibilities.

Coordinates and participates in the preparation, distribution, and publication of agendas and related materials for public meetings and hearings such as Council and Committee; ensure legal requirements are met for publication and posting of agenda and legal notices; attends all publicly noticed meetings as needed; prepares a summary of actions, and minutes.

Participates in the development, implementation, and maintenance of departmental goals, objectives, policies, procedures, and priorities for assigned programs in the CAO/Clerk's Office; recommends within policy guidelines appropriate service and staffing levels; recommends and administers policies and procedures.

Administers monitors and ensures compliance with the Right to Information Act; administers release of records; provides information and answers inquiries from officials, the public, and staff.

Facilitates accurate and timely processing of legal documents, including agreements, contracts, deeds, resolutions, and ordinances.

Researches and creates various reports and/or documents, including those sensitive or confidential for Council action; research, compiles, and analyzes complex legal matters and data for assigned special projects and reports; prepares summaries, reports, and correspondence.

Utilizes various computer applications and software packages; operates various automated record-keeping systems.

Performs a full range of duties supporting assigned operations; notarizes and certifies documents; participates in and assists with the City Council meetings.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to the area of assignment; incorporates new developments as appropriate.

Serves as the Rural Community Clerk in their absence.

Performs related duties as required.

### **Qualifications**

*Knowledge of:*

- Operational characteristics, services, and activities of assigned functions, programs, and operations of a Rural Community Clerk's Office.
- Functions and organization **of municipal government**.
- Work organization principles and practices.
- Modern principles, practices, and techniques of municipal records management and elections.

- Methods and techniques of supervision, training, and motivation.
- Principles and practices of budget administration.
- Modern office procedures, methods, and equipment, including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of business letter writing and report preparation.
- Methods and techniques of public relations.

## **Language Requirements**

### **Proficient in English.**

Communicate clearly and concisely, both orally and in writing.

Proper English usage, spelling, grammar, punctuation, and proofreading.

### **Ability to:**

- Analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards.
- Accurately assemble, copy, record, and transcribe data and information.
- Provide information and organize material in compliance with laws, regulations, policies, and procedures.
- Facilitate group participation and consensus building.
- Utilize a wide variety of advisory data and information, including minutes and agendas, local, provincial, and Federal regulations, codes, ordinances and resolutions, summons and subpoenas, narrative and statistical reports, forms, invoices, financial statements, conflict of interest logs, election forms and procedures, laws, codes, deeds, contracts, legal notices, office policies and procedures, computer software operating manuals, calendars, schedules, correspondence, and general operating manuals.
- *Attend evening or weekend meetings as required.*
- Develop and implement goals, objectives, policies, procedures, and internal controls.
- Organize complex matters and prioritize workloads.
- Analyze and interpret legal documents, contracts, administrative procedures, and regulations.
- Operate and use modern office equipment, including a computer and various software packages.
- Operate a variety of automated record-keeping systems.
- Type and enter data at a speed necessary for successful job performance.
- Transcribe and summarize notes from written or recorded material at the speed necessary for successful job performance.
- Prepare clear, concise, and complete minutes, correspondence, and other reports.
- Work under steady pressure with frequent interruptions and a high degree of public phone or in-person contact.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Establish and maintain effective working relationships with those contacted during work.

**Education and Experience Guidelines:** Any combination of Education and experience that would likely provide the required knowledge and abilities qualify. A typical way to obtain the knowledge and skills would be:

**Education/Training:**

Work experience and/or Education will also be recognized and contribute to the level of remuneration.

A High School Diploma with at least five years of municipal work experience is required, with the possibility of one of the following:

- A two-year certification of Administration from an accredited college is desirable.
- A bachelor's degree from an accredited college or university with major coursework in political science, public Administration, business administration, or a related field is *desirable but optional*.

**Experience:**

**Experience with Quick Books or Accounting software is required.**

**Municipal Clerical work experience is highly desirable.**

- Experience in a government agency is desirable.

**Four years of increasingly responsible management assistance or experience providing administrative support to upper-level management in a public agency is an asset.**

- Being technology savvy is also an asset.
- Working in previous front-facing positions is an asset.
- Working with other businesses and customers is an asset.

**License or Certificate:**

Possession of a Valid Driver's License **must be maintained** as a continued condition of employment.

Possession of, or ability to obtain, certification through the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is desirable but not necessary.

**Environment:**

Work is performed primarily in a standard office environment with extensive public contact and constant interruptions; *incumbents may be required to work extended hours, including evenings and occasional weekends.*

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Sunbury-York South is looking for that culture fit for our administrative office.

***Will be expected to provide at least two references before the commencement of work.***

**Include a one-page cover letter.**

**Please send your resumes (CVs) to;**  
[Contact@sysrc.ca](mailto:Contact@sysrc.ca)

**Or by mail to:**  
**Sunbury-York South Rural Community**  
ATTEN: JOB POSTING 01-2023  
281 Restigouche Road, Suite 230  
Oromocto, New Brunswick  
E2V 2H1

**NO DROP-INS or PHONE CALLS**  
**Closing date is June 12<sup>th</sup>, 2023**