

Title:

Clerk & Communications Manager

Summary:

Reporting to the CAO (Chief Administrative Officer) and the Assistant CAO, the Clerk & Communications Manager is part of the municipal team which focuses on administration, projects, and communications.

Responsibilities:

The *Clerk & Communications Manager* assumes the following responsibilities:

1. Communications

Work with other municipal staff to ensure the following is achieved:

- Supply support and aid in planning, developing, producing, and delivering marketing and communications materials;
- Develop and oversee the communications calendar to ensure prompt execution of program;
- Responsible for the updating of the municipal webpage a minimum of once a week. Ensuring all information on the webpage is accurate and up to date;
- Responsible for updating all social media platforms on a regular basis. Platforms should be updated a minimum of once a week, and daily the week leading up to an event;
- Responsible promotion of municipal department activities (events, programs, road closures, line flushing, special meetings, etc.) are being covered, and provide follow up coverage as well;
- Responsible contribute to the delivery of the weekly municipal e-newsletter;
- Be responsible for ensuring accuracy in information and proofreading;
- Use various software platforms (SharePoint, Instagram, Facebook, Twitter, TikTok, and Joomla)

2. Clerk Assistance

- Coordinates with the Chief Administrative Officer to ensure attendance in meetings as stipulated in the *Municipalities Act*;
- Perform, as requested by the Chief Administrative Officer, the routine duties associated with Council meetings and Planning & Advisory Committee Meetings, including the provision of pre- and post-meeting support as follows:
 - Prepares and reviews correspondence and other documents on behalf of Council;
 - Prepares agendas and notifies Council of upcoming meetings;
 - Prepares and delivers Council files for each meeting;
 - Prepares minutes of all Council proceedings, including those in attendance, and a record of all motions, resolutions, decisions, and follow-up action items;
- In consultation with or in the absence of the Chief Administrative Officer, provides advice to Council on municipal government procedures, protocols, and relevant provisions in statutory and legislative instruments, and assists Council to ensure that they are operating within the limitation of their rights, responsibilities, and liabilities;
- In the absence of the Chief Administrative Officer and in conjunction with the Mayor, signs agreements, contracts, deeds, and other documents to which the municipality is a party;
- Secures documents and records of Council and originals of all bylaws and resolutions and maintains an indexed register of certified copies of all bylaws.
- Assist with project management in various areas such as research, programs, unique events and projects, tenders, and capital projects.

3. Acts as the key person responsible for records management.

- Establishes and maintains effective record management and retrieval systems in accordance with legislative requirements and municipal needs;
- Works collaboratively with the administrative team to ensure consistent practices and accurate record-keeping;
- Ensures proper filing and recording procedures (coding) for the immediate and long-term retention of the municipality's financial and daily documentation;
- Acts as custodian of historical records and sets schedules for archiving to the Provincial Archives of New Brunswick and destroying such records in accordance with the Municipal Retention Authority system;
- Keeps correspondence file current and distributes copies to appropriate staff, then files material accordingly;
- Responsible for all physical and digital filing for the municipality

4. Develops municipal by-laws, policies and contracts and coordinates enforcement.

- In consultation with the Chief Administrative Officer, participates in the development of new bylaws or bylaw amendments, new policies or policy amendments and new contract or contract amendments including researching and gathering information, ensuring consistent formatting for all municipal documents, preparing drafts for review by the Chief Administrative Officer, the relevant Committee and finalizing drafts to present to Council for approval;
- In consultation with the Chief Administrative Officer, participates in the development of new bylaws or bylaw amendments, new policies or policy amendments and new contract or contract amendments including researching and gathering information, preparing drafts for review by the Chief Administrative Officer, the relevant Committee and finalizing drafts to present to Council for approval;
- In consultation with the Chief Administrative Officer, participates in the development of new bylaws or bylaw amendments, new policies or policy amendments and new contract or contract amendments including researching and gathering information, preparing drafts for review by the Chief Administrative Officer, the relevant Committee and finalizing drafts to present to Council for approval;
- In consultation with the Chief Administrative Officer, participates in the development of new bylaws or bylaw amendments, new policies or policy amendments and new contract or contract amendments including researching and gathering information, preparing drafts for review by the Chief Administrative Officer, the relevant Committee and finalizing drafts to present to Council for approval;
- Corrects problems when orders are not obeyed by working with team members and the Chief Administrative Officer to determine the best course of action.

5. EMO (Emergency Measures Organization)

- Emergency Measures Team member;
- Work in the Emergency Operations Centre serving as support in various roles;
- Correspondence, documentation & reports pertaining to EMO services;

6. Customer Service & Support

- Manage the mini-split rental program. Ensure all aspects of the program are carried through (initial assessment, installation, contract, service inquires, maintenance and cleaning, etc.);

7. Other work duties as determined by the Assistant CAO or the CAO.

Minimal Job Requirements:

Education and/or Experience:

- Education – completion of an undergraduate degree in appropriate designation or equivalent experience
- Experience in administration would be considered an asset
- Effective use of time
- Knowledge in the role of local government
- Ability to create email and contact database, newsletters, etc.
- Computer proficiency: Office 365 platforms, social media platforms (Facebook, Twitter, Instagram), Teams, SharePoint
- Effective communication and interpersonal skills
- Ability to work independently while maintaining effective working relationships with co-workers, supervisors, customers, and the public
- Strong organizational skills

Skills & Attributes:

- Elevated level of organization and planning skills
- Excellent written and verbal communication skills, including:
 - Writing
 - Proofreading
 - Copy editing
 - Ability to clearly communicate information effectively and persuasively
- Strong detail orientation & lofty standards for quality of work
- Personable demeanor/excellent customer service orientation
- Ability to handle multiple projects concurrently & high pace work environment
- Time and stress management skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during stressful situations, respond constructively, and support other in challenging situations
- Personal attributes: approachable, detailed, thorough and takes initiative on the job
- Responsible and diligent individual who is a team player and takes ownership of projects

Compensation

Salary: \$50,000-\$70,000 (compensation based on experience and education)

Health benefits, Pension Benefits, Life Insurance, fitness centre membership, ability to work one day a week from home, additional training, and education.