



## Town Clerk-Administrator Town of Saint. Andrews

*On the shores of Passamaquoddy Bay, everything about our Town is special, including our status as a National Historic District with 300 + Heritage buildings. Saint Andrews is a treasure trove of beautiful architecture, stunning scenery and rich marine life. Today we offer all the features of a thriving modern resort voted by USA Today as the Best Place in Canada to Visit in 2017. A visitor destination since the late 19<sup>th</sup> century, it is also a major centre of marine science research and education with the Saint Andrews Biological Station, the Huntsman Marine Science Centre and Aquarium and the New Brunswick Community College.*

We are looking to hire a motivated and experienced Town Clerk-Administrator to act as the Clerk of the municipality and carry out the role of the Clerk as defined in the Local Governance Act RSNB 2018. You will act as the Secretary to Council and be the primary contact with the public.

To excel in this role, you will need to have proven experience in collating and managing town records, legal documents, working knowledge of relevant Information Technology, and an understanding of Federal, Provincial and Municipal laws and regulations.

### **Responsibilities of the role include:**

- Manage communications from and to the public from Council;
- Communicate effectively with Council, management and staff, other stakeholders and town residents;
- Manage Town records; maintain official reports, legal documents, financial records and reference material;
- Record, edit and distribute Minutes of Council meetings; keep agreements with external stakeholders, contractors and governments;
- Co-sign with the Mayor and affix the Town Seal to official documents as required;
- Manage Town Information Technology resources;
- Manage the Right to Information and Protection of Privacy Act (RTIPPA) process;
- Distribute information to the public, ensuring municipal records, bylaws and policies are accessible in accordance with law;
- Administer the Council Procedural Bylaw as required.

### **Requirements of the role include:**

- Bachelor's Degree in Business Administration, Public Administration or a related field;
- Previous experience as a Town Clerk-Administrator is an asset;
- Previous experience with an elected Council or Board is preferred;
- Strong interpersonal skills with proven ability to effectively deal with conflict and the public;
- Ability to manage subordinate staff;
- Excellent verbal and written communication skills;
- Ability to follow process under all Federal, Provincial and Municipal laws and regulations;
- Precision and attention to detail in day to day activities;
- Time management, organizational skills and the ability to work with tight deadlines;
- Computer skills and knowledge of software applications.

Interested candidates should apply to [hmcgee@practicalhrs.com](mailto:hmcgee@practicalhrs.com) on or before **June 14, 2019**. The Town of St. Andrews appreciates all candidates for their interest; however, only those selected to continue in the selection process will be contacted.