

Job Posting – Clerk

Job Title:	Clerk		
Location:	Town of Woodstock	Travel Required:	Yes
Position Type:	Full time, permanent	Salary:	To Be Determined
Contact:	HR@town.woodstock.nb.ca	Date posted:	September 20, 2022
Will Train Applicant(s):	Yes	Posting Expires:	September 27, 2022

Applications Accepted By:

E-MAIL: HR@TOWN.WOODSTOCK.NB.CA

Attention: Director of Human Resources

MAIL:

824 MAIN STREET
WOODSTOCK, NB
E7M 2E8

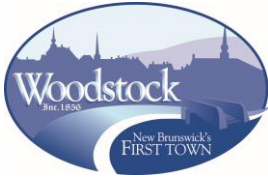
Job Description

The Town Clerk performs all statutory duties under the Local Governance Act and is responsible for the provision of all corporate and administrative services to ensure compliance with policies and statutes. The position reports to the Chief Administrative Officer.

The Town Clerk is responsible for coordinating Town Council meetings, Town Council minutes, contracts and agreements, policies and By-Laws. The Town Clerk attends Council, Council in Committee, Committee of the Whole meetings, Department Head & Town Hall Staff Meetings and provides accurate and timely minutes as required.

ROLE AND RESPONSIBILITIES

- Performs the statutory responsibility of Clerk as stated in the Local Governance Act, Section 74 & 75.
- Serves as an official signing officer along with the mayor for corporate documents and affixes the corporate seal as required.
- Custodian of official Town records, corporate seal and legal documents.
- Attends and accurately record all minutes of Town Council and the Committee of the Whole
- Establish, update and maintain systems in a timely manner for:
- The retention and retrieval of all municipal records including electronic.
- The preparation and appropriate distribution of agendas, minutes and by-laws and other relevant reports for Council meetings.
- Prepare and present reports to Council as directed or required.
- Prepare, issues and maintains all municipal licenses and certifications.
- Drafts 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 Right to Information and Privacy Act.
- Acts as the primary liaison with Elections NB on municipal elections. Organizes and sets the date for the first meeting of a new council. Works with all incoming members of Council to adequately support them with orientation information to serve on Council.
- Maintains Conflict of Interest forms and declarations for the Council and Staff.
- Communicate decisions of Council to interested parties and act as a resource person to Council advising on Council procedures, duties and responsibilities of Council and members.
- Research and respond to questions and inquires for Council, staff members and the public.



Job Posting – Clerk

- Coordinates and oversees the publication of official notices and advertisements. Provide updated information for Towns website regarding council matters, public notices, by-laws and other pertinent information. (add after Drafts by-laws, policies and resolutions with the CAO and consultation with other members of the senior administration team.)
- Works closely with the CAO in advising Mayor and council on issues concerning protocol, parliamentary procedure, Town By-Laws and provincial statutes.
- Lays information for violations of Town by-laws
- Works closely with the treasurer, assisting and maintaining insurance renewals and files
- Requirement to work outside of normal business hours; 8:00 am – 4:30 pm to attend council meetings, travel within and outside the community as required to attend training opportunities or to meet with stakeholders and/or partners.
- Other related duties as assigned by the CAO

EDUCATION AND EXPERIENCE REQUIREMENTS

- A degree or diploma in public administration, commerce, business administration or other related undergraduate discipline, or
- Possess a combination of experience in a related field and a college diploma in office administration, legal secretariat or record management, or
- Minimum of 3 years progressively responsible experience, preferable in a large corporation or government environment.
- Willingness to enroll in the municipal management training program developed by AMANB.

KNOWLEDGE/JOB SKILLS

- Excellent oral and written communication skills to prepare reports, presentations to council and provide policy advice.
- Proficient in computer skills and working knowledge of all office software and programs (i.e., Microsoft office, records management, etc.)
- Good analytical skills to enable decision-making.
- Knowledge of the local government including applicable legislation. Local government act, rtippa and municipal by-laws.
- Must be able to maintain a high level of confidentiality.
- Must be able to work independently and prioritize workload.
- Good interpersonal and management skills.
- Be able to operate as a member of a team.
- Must have or be willing to obtain commissioner of oath.

This is a full-time salary position. The Town of Woodstock offers an attractive benefits package, a challenging and rewarding work environment, and excellent career development opportunities.