

**Employment Opportunity – Municipal Clerk  
Non-Union - Internal / External Job Posting**

The Municipality of the County of Richmond is currently accepting applications for the full-time permanent position of Municipal Clerk. Please note that this is a non-union, Management position.

**Responsibilities**

The Municipal Clerk position is accountable to the Chief Administrative Office and is primarily responsible for providing senior management administrative services and Councillor liaison support for the Chief Administrative Officer and elected officials of the Municipality of the County of Richmond, as well as maintaining municipal records including By-Laws and Policies. The Municipal Clerk also serves as FOIPOP Administrator and Administrative Communications Officer providing internal communications to all departments of the County.

**Qualifications**

The ideal candidate will have a Degree or Certificate in Public Administration or Local Government Administration with a minimum 5 years related administrative experience. Experience with FOIPOP & Privacy Rules considered an asset.

**Terms and Conditions of Employment**

The regular hours of work for the position are Monday to Friday, 8:30 am to 4:00 pm, however the Clerk is required to attend several meetings per month, primarily weekday evenings. The wage scale for this position is Level 7 on the approved Municipal wage scale with a current salary range of \$61,192 to \$76,489 plus benefits.

For further details the full job description can be found at:

<http://www.richmondcounty.ca/employment-opportunity.html>

Interested candidates should forward their resume by 4:00 PM, Friday, August 19, 2022 to:

The Municipality of the County of Richmond  
2357 Highway 206  
Arichat, Nova Scotia  
BOE 1A0  
or via email to [CAO@richmondcounty.ca](mailto:CAO@richmondcounty.ca)

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly.



<b>Job Title:</b>	Municipal Clerk	<b>Department:</b>	Administration
<b>Reports to:</b>	Chief Administrative Officer	<b>Union / Non-Union</b>	Non-Union
<b>Salary Class:</b>	Level 7 - Officer	<b>Position Type:</b>	Full Time
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• THE MUNICIPAL CLERK POSITION IS PRIMARILY RESPONSIBLE FOR PROVIDING SENIOR MANAGEMENT ADMINISTRATIVE SERVICES AND COUNCILLOR LIAISON SUPPORT FOR THE CHIEF ADMINISTRATIVE OFFICER AND ELECTED OFFICIALS OF THE MUNICIPALITY OF THE COUNTY OF RICHMOND, AS WELL AS MAINTAINING MUNICIPAL RECORDS INCLUDING BY-LAWS AND POLICIES.</li> <li>• THE MUNICIPAL CLERK ALSO SERVES AS ADMINISTRATIVE COMMUNICATIONS OFFICER PROVIDING INTERNAL COMMUNICATIONS TO ALL DEPARTMENTS OF THE COUNTY INCLUDING, BUT NOT LIMITED TO, PLANS AND ACTIVITIES OF THE MUNICIPALITY, WORKING WITH THE CAO AND DEPARTMENTAL ADMINISTRATORS, AND OTHER DEPARTMENTAL STAFF.</li> <li>• THE MUNICIPAL CLERK ALSO SERVES AS FOIPOP ADMINISTRATOR FOR THE COUNTY.</li> <li>• THIS POSITION IS ACCOUNTABLE TO THE CHIEF ADMINISTRATIVE OFFICER.</li> </ul>			
<b>SPECIFIC DUTIES INCLUDE:</b>			
<ul style="list-style-type: none"> <li>• PREPARATION, DISTRIBUTION AND RECORDS MANAGEMENT OF COUNCIL AND COMMITTEE MEETING AGENDA'S, MEETING PACKAGES, MINUTES, REPORTS AND ACTION ITEMS.</li> <li>• ATTENDANCE AND RECORDING OF MINUTES FOR COUNCIL/COMMITTEE OF THE WHOLE/PLANNING ADVISORY COMMITTEE/RICHMOND VILLA BOARD MEETINGS, POLICE ADVISORY BOARD AND PUBLIC HEARINGS.</li> <li>• PREPARATION AND DISTRIBUTION OF COUNCIL/STAFF CORRESPONDENCE.</li> <li>• MANAGING THE PROPER RECORDING, NOTIFICATIONS AND FILING OF COUNCIL/PLANNING BY-LAWS AND POLICIES;</li> <li>• RECORD AND PREPARE MEETING MINUTES FROM PLANNING ADVISORY COMMITTEE AND RICHMOND VILLA BOARD MEETINGS;</li> <li>• COMMUNICATING WITH GROUPS AND SCHEDULING PRESENTATION TIMES FOR ALL COUNCIL AND COMMITTEE OF THE WHOLE MEETINGS.</li> <li>• FOIPOP ADMINISTRATOR – ALL DUTIES RELATED TO FOIPOP REQUESTS RE: COMMUNICATION WITH APPLICANT, MANAGING FILES, COMMUNICATION WITH FOIPOP REVIEW OFFICE, CREATING ESTIMATES BASED ON FORMULA, RESPONSIBLE FOR CORRESPONDENCE TO APPLICANTS AND ALL OTHER DUTIES RELATED TO REQUESTS.</li> <li>• GATHER INFORMATION, PREPARE CORRESPONDENCE, MAINTAIN TRACKING FOR ALL FOIPOP APPLICATIONS;</li> <li>• CONFLICTS OF INTEREST RECORDING.</li> <li>• SPECIAL EVENTS PREPARATION (CHRISTMAS PARTY/RECOGNITION BANQUET/OTHER).</li> <li>• FILING AND PREPARATION OF CORRESPONDENCE FOR THE CAO AND WARDEN.</li> <li>• CARRYING OUT ADMINISTRATIVE DUTIES REQUIRED OF THE OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER;</li> <li>• MANAGING AN APPROPRIATE FILING SYSTEM FOR THE RECORDS OF THE CAO, COUNCIL AND THE MUNICIPALITY OF RICHMOND COUNTY;</li> <li>• CARRYING OUT ADMINISTRATIVE TASKS REQUESTED BY WARDEN AND COUNCILLORS;</li> <li>• RESPONSIBLE FOR PREPARING AGENDAS FOR EXECUTIVE MEETINGS AND TRACKING EXECUTIVE TASKS AND ISSUES;</li> <li>• PREPARING OUTGOING CORRESPONDENCE FOR THE WARDEN, CAO AND COUNCILLORS;</li> <li>• SCHEDULING OF ALL MONTHLY MEETINGS AND KEEPING CALENDAR CURRENT FOR THE CAO;</li> <li>• PERFORMING OTHER RELATED DUTIES, AS ASSIGNED BY THE CAO, WARDEN OR COUNCILLORS FROM TIME TO TIME.</li> <li>• PREPARATION OF INVOICES FOR THE APPROVAL OF THE CAO</li> </ul>			



- CREATION OF PO'S WHEN REQUIRED.
- TRACKING/RECORDING/FILING AND COMPLETING CORRESPONDENCE OF ALL BY-LAWS AND POLICIES
- BOOKING TRAVEL AND ACCOMMODATIONS AND COMPLETING REGISTRATIONS FOR ALL STAFF AND COUNCIL;
- ABSENTEEISM TRACKING/REPORTING FOR ALL MUNICIPAL EMPLOYEES;
- RESPONSIBLE FOR ADVERTISING FOR ADMINISTRATION DEPARTMENT (MEETING SCHEDULES, BY-LAW ADOPTION/AMENDMENTS ETC.
- ASSIST IN MUNICIPAL ELECTION PREPARATIONS
- COMMUNICATING WITH SOLICITOR REGARDING DANGEROUS & UNSIGHTLY PROPERTIES, FOIPOP REQUESTS AND ANY OTHER REQUIRED ISSUES
- PREPARING "ITEMS ADDED" MEMOS AND FORMS FOR COUNCIL AND COW MEETINGS
- PREPARING "IN CAMERA" NOTES FOR COUNCIL AND COW MINUTES AND MAINTAINING THE FILING OF THE NOTES IN A SECURE LOCATION
- ONGOING COMMUNICATION WITH EDPC STAFF REGARDING UNSIGHTLY PREMISES AND ROAD NAME CHANGE REQUESTS
- ANY OTHER DUTIES THAT MAY BE REQUIRED FROM TIME TO TIME.

#### QUALIFICATIONS

- A DEGREE OR CERTIFICATE IN PUBLIC ADMINISTRATION OR LOCAL GOVERNMENT ADMINISTRATION
- MINIMUM 5 YEARS RELATED ADMINISTRATIVE EXPERIENCE
- FOIPOP - MGA ACCESS & PRIVACY RULES AND TOOLS TRAINING
- DOCUMENT MANAGEMENT TRAINING

#### PREFERRED SKILLS

- ABILITY TO UPHOLD A STRICT LEVEL OF CONFIDENTIALITY AT ALL TIMES.
- ABILITY TO ESTABLISH, MAINTAIN AND PROMOTE FRIENDLY, CO-OPERATIVE AND PRODUCTIVE RELATIONSHIPS WITH OTHER DEPARTMENTS, ELECTED OFFICIALS, GOVERNMENT AGENCIES, AND THE GENERAL PUBLIC.
- ABILITY TO MAINTAIN A RESPECTFUL AND PROFESSIONAL DEMEANOR.
- ABILITY TO EFFECTIVELY PLAN, ORGANIZE AND EXECUTE WORK ASSIGNMENTS IN A TIMELY, EFFICIENT MANNER.
- EXCELLENT VERBAL, WRITTEN, ORGANIZATIONAL, AND PROJECT MANAGEMENT SKILLS WITH AN ABILITY TO MULTI-TASK.
- HIGHLY PROFICIENT IN MICROSOFT OFFICE SUITE OF SOFTWARE WITH DEMONSTRATED PROFICIENCY IN INFORMATION TECHNOLOGY.

Reviewed By:	CAO	Date:	Click here to enter a date.
Approved By:	CAO	Date:	Click here to enter a date.
Last Updated By:	CAO	Date/Time:	