



## Career Opportunity

To submit an application search for 4322BR Municipal Clerk at: <https://www.halifax.ca/about-halifax/employment/work-halifax-regional-municipality>

Halifax Regional Municipality (HRM) is inviting applications for the permanent position of Municipal Clerk in Legal, Municipal Clerks & External Affairs. We encourage applications from qualified African Nova Scotians, racially visible persons, women (applying for non-traditional positions), persons with disabilities, Aboriginal persons and persons of the LGBTQ+ community. HRM encourages applicants to self-identify.

Reporting to the Director, Legal, Municipal Clerk & External Affairs, the Municipal Clerk manages the Office of the Municipal Clerk. With a strong appreciation for transparency and access to the workings of municipal government, the incumbent provides senior level professional leadership in regard to the management, administration, supervision and planning for the legislative and operational responsibilities of the office of the Municipal Clerk in support of Council, Community Council and the Agencies, Boards and Committees of Council. The Municipal Clerk also provides strategic oversight of the Access and Privacy Office; the Corporate Records Centre and Archives (Corporate Information Management); and the Elections Office to ensure the divisions meet the Corporate goals, objectives and legislated responsibilities.

The Municipal Clerk is also a statutory officer of the Corporation, appointed by the CAO, and is assigned duties by various Provincial Statutes, including the HRM Charter, the Municipal Elections Act, the Planning Act, the Heritage Act and other Acts and Legislation pursuant to the administration of the Halifax Regional Municipality. The Municipal Clerk and the Mayor are the signing officers for the Halifax Regional Municipality.

Work is performed under the general direction of the Director with wide latitude to exercise professional judgment and initiative. The Municipal Clerk may delegate certain duties and responsibilities of the office but remains responsible for compliance and outcomes.

### **DUTIES AND RESPONSIBILITIES:**

#### **STRATEGIC FUNCTIONS**

- Recommendations to Council and the Executive Management Team with respect to operational direction regarding elections, legislated processes, records management, and Council administration
- Drafts and presents recommendations on effective governance to the Executive Management Team, Mayor and Council
- Provides strategic advice and leadership to projects related to governance and Council
- Provides advice and direction to department staff, boards and committees on policies, procedures and processes related to applicable legislation and Administrative Orders
- Develops and recommends the strategic direction in the delivery of HRM election services

- Provides strategic management and oversight of the Access and Privacy Office as well as the Corporate Records Centre and Archives to ensure the offices meet the Corporate goals and objectives and legislated responsibilities
- Remain knowledgeable of new concepts to assess and promotes the use of innovative technology

#### **LEGISLATIVE FUNCTIONS**

- Ensures the preparation of agendas and minutes for the regular and In Camera meetings of Council, Community Councils and the official Boards & Committees of Council and ensure the recording of Council actions are timely and accurate
- Ensures use of the Corporate Seal is appropriate
- Clerk's Office is responsible for receiving summons, official notices and service of legal actions on behalf of the Municipality, and ensures the appropriate processing of such notices in the best interest of the municipality
- Ensures the indexing and filing of official actions are maintained for rapid retrieval
- Oversees the conduct of municipal and school board elections and plebiscites
- Attends and provides direction in Council, Community Council and Committee meetings as required
- Attests to the official actions of the Council (under signature and/or seal, or under oath)
- Directs the work of the Clerk's office in creating and maintaining the official records of the Municipality in regard to the Council, Community Councils & Boards and Committees of Council
- Ensures all administrative legislative requirements of the HRM Charter and Administrative Orders and By-laws are adhered to in the conducting of the business of the Municipality

#### **MANAGEMENT FUNCTIONS**

- Directs and manages the operation of the Office of the Municipal Clerk and related projects and corporate initiatives
- Manages HRM's resources - financial, physical, and human - in an effective and efficient manner that supports high quality services. This shall be carried out through the maintenance of healthy and safe workplaces.
- Ensures appropriate resources (financial, staffing & technical) are in place to conduct municipal and school board elections
- Translates policy statements into working procedures, submits the office budgets and business plans, approves and monitors office expenditures, and establishes and monitors program objectives
- Align resources with the business plan, ensuring resources are allocated to priorities, and that structures and reporting relationships are appropriate for service delivery
- Ensures best practices are being followed in determining the necessity for retention, maintenance and destruction of records to meet legal requirements of the Corporation
- Provides access to the public, including consideration of legislative requirements including FOIPOP and declassification of secured items
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless service.

## **QUALIFICATIONS**

### **Education & Experience**

- An undergraduate degree in a related area of study with a minimum of 10 years of public sector experience at the management level with a track record of success
- Demonstrated respect for the role of elected officials in expressing the will of the people by setting policy and direction, and the responsibility of the administrative municipal staff to implement that policy and direction. Experience successfully managing and delivering service in a multi-faceted business environment, preferably in a legislative environment
- Master's degree in business administration, Public Administration or related program is considered an asset
- An equivalent combination of education and experience may be considered

### **Technical/Job Specific Knowledge and Abilities**

- HRM Charter and Administrative Orders and all activities of the Municipal Clerk's office
- Nova Scotia Elections Act and Education Act, Education (CSAP) Acting, Nova Scotia's Freedom of Information and Protection of Privacy Act (FOIPOP) and licensing and records management regulations
- Principles and practices of public administration, municipal government, personnel management and supervision
- The administrative and political environment of HRM

**WORK STATUS:** Permanent Full-time

**HOURS OF WORK:** Monday - Friday, 8:30 am - 4:30 pm, 35 hours per week. Working outside these hours will be required for elections, evening Council and committee meetings.

**SALARY:** M4 (\$108,070 - \$145,440)

**WORK LOCATION:** 1841 Argyle Street, Halifax, NS City Hall

**CLOSING DATE:** Applications will be received up to midnight on Sunday, March 1, 2020.