



Employment Opportunity

Municipal Clerk – Administration Department

WORK WITH US

Bridgewater is a thriving town of more than 8,800 people, nestled in the heart of the historic LaHave River Valley. Known as the “Main Street of the South Shore,” Bridgewater offers numerous services and industries to its citizens and the Lunenburg County region. Over the past decade, the Town of Bridgewater has emerged as an international leader in sustainability and energy transition planning and programming.

The Town of Bridgewater is committed to offering equal employment opportunities based on qualifications and performance, and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status, gender identity, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code. At the Town of Bridgewater, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [Human Resources](#)

ABOUT THE ROLE

Under the direction of the CAO, performs a wide variety of complex administrative support duties for Council; and administers the electronic council management platform. The Municipal Clerk performs the legislative duties established in the Municipal Government Act. With limited supervision, the Municipal Clerk works with the CAO and Mayor to develop the Council and Commission Agendas, keeps official minutes, and records of the meeting, prepares required correspondence and reports and oversees a policy management system for Council policies.

Required Qualifications:

Education:

- Degree or diploma from a recognized post-secondary institute in business and/or office administration, public administration, or other related field preferred.
- A certificate in a Local Government Administration Program is considered an asset (CLCA or NACALA).
- A combination of relevant education and experience may also be considered.

Experience:

- Five years of related experience, including experience performing confidential administrative support in an executive office.

Essential Knowledge, Skills, and Qualities:

- Excellent communication skills (both verbal and written), concise grammatical skills, excellent proofreading ability, strong administrative and organizational skills, and ability to accurately record meeting minutes.
- Working knowledge of the Municipal Government Act and the importance of due process and protocol
- Excellent computer skills, with experience in Office 365 and an e-Council environment preferred.
- Ability to interpret, implement, and adhere to organizational policies and procedures.
- Ability to improvise, multi-task, and prioritize in a fast-paced environment while maintaining composure.
- Ability to interact well with Council, Management, other staff, and members of the public.
- Must be self-motivated, and able to work with minimal supervision.

View the full job description at www.bridgewater.ca

TERMS OF EMPLOYMENT

- This position operates out of the Town Hall main office.
- Regular hours are Monday to Friday 8:30 am to 4:30 pm (35 hours per week). This position requires attendance at evening meetings of Council, in addition to other meetings outside of regular working hours and is compensated as per the Meeting Pay Policy.
- Salary: \$54,034 - 69,794 (Group 3)

SUBMISSION DETAILS

Interested individuals should forward a resume, cover letter. Submission should be sent in confidence to:

Ashley Chase, Human Resources Officer

employment@mjsb.ca

Competition# TOB MUNCLERK_2023

Deadline to apply: May 12, 2023