



## **ABOUT THE TOWN OF NEW GLASGOW**

The Town of New Glasgow, nestled along the scenic riverside of Northern Nova Scotia, stands as a vibrant and pivotal commercial center for Pictou County. Here at the Town of New Glasgow, we take pride in our dynamic and flourishing financial and professional sectors, upholding a longstanding tradition of excellence that permeates entrepreneurship, education, social leadership, athletics, entertainment, and all levels of government. Our town is a testament to history, adorned with architectural gems that narrate the past, but we are also committed to moving forward and continuously expanding our offerings to enrich the lives of our residents and visitors alike. New Glasgow presents an ever-growing array of amenities, including vibrant arts and culture centers, a diverse selection of restaurants and entertainment venues, and an abundance of lush parks and trails. These facets converge to cultivate a thriving community and bolster our local economy.

## **THIS MOMENT, THIS POSITION**

The Town of New Glasgow is excited to be hiring for the position of Deputy Clerk. Reporting to the Chief Administrative Officer (CAO), the Deputy Clerk provides executive support to the CAO, Council, Senior and Leadership Team. The Deputy Clerk will complete a comprehensive variety of administrative tasks which includes the coordination of administrative activities, establishes administrative procedures and guidelines and act as a liaison across all departments within the Town of New Glasgow on behalf of the Senior Leadership Team; while always maintaining confidential data and information. Additional duties of the Deputy Clerk include but are not limited to;

- Prepares and composes confidential correspondence, reports, presentations, and conducts market research as directed by the CAO, Council and Senior Leadership Team.
- Works in collaboration to prepare Council and committee meeting agendas and minutes for circulation and ensure action items generated from the meetings are followed-up. In addition to attending and recording proceedings of Town Council sessions, including minute preparation, disposition of resulting actions, unfinished business follow-up and the identification of reports preparation, etc.
- Ensures reports are finalized and submitted to Council and/or required Committees adhering to deadlines.
- Acts as a Commissioner of Oaths on behalf of the Town of New Glasgow, providing sign off on documentation as required.
- Conducts the drafting of new by-laws or amendments as required for CAO sign off.
- Receives complaints and inputs into software in relation to unsightly properties, acting as liaison between the Town and Unsightly Properties Officer.
- Manages administrative functions to include preparing, editing, and proofing correspondence and reports, file maintenance, updating, safekeeping and retention of assigned files/reports/publications/policies, scanning of mail.
- Undertakes research/analysis and prepares reports on various issues/findings.
- Coordinates and manages schedules and calendars as well as travel and accommodations as required.



- Works alongside all departments to remain informed and to identify opportunities for collaboration.
- Liaises with external parties on administrative matters on behalf of the senior leadership team as required.
- Coordinates and maintains the records management system.
- Other duties and special projects as assigned.

## **THE IDEAL CANDIDATE**

As the Deputy Clerk, you must be able to provide confidential administrative support to the CAO, Council, and Senior Leadership Team in addition to demonstrating the ability to triage and prioritize requests, following up on action items. The ability to build and maintain professional relationships with employees, community groups, stakeholders, consultants, residents, and government bodies is a must!

## **EDUCATION AND BACKGROUND**

- Minimum of three (3) years of experience within a senior administrative role
- Knowledge of relevant municipal legislation, policies, and procedures
- Post-secondary diploma in Business Administration, Legal Studies or equivalent
- Previous employment experience in the public sector is considered an asset
- Previous employment experience in the legal profession is considered an asset
- Clear Criminal Record Check

**All interested applicants are asked to submit their resume and cover letter to Rebecca MacNeil, Director of Human Resources ([rebecca.macneil@newglasgow.ca](mailto:rebecca.macneil@newglasgow.ca)) on or before end of day Friday May 17, 2024**

## **STATEMENT OF INTENTION**

We encourage applications from a wide spectrum of backgrounds and experiences, recognizing the immense value that diversity brings to our team. We're on a journey of learning and growth, continually striving to create a more inclusive and equitable environment. We encourage individuals from historically underrepresented communities, including Black, racialized, and Indigenous Peoples, members of the 2SLGBTQIA+ community, newcomers to Canada, and People with Disabilities, to apply.

We are committed to providing accommodation for individuals with disabilities at every stage of the hiring process. We recognize that there is always more to learn and improve upon in our journey towards greater inclusivity and humility.

## **THE TOWN OF NEW GLASGOW IS GUIDED BY KEY STRATEGIES THAT DEFINE OUR COMMITMENT TO PROGRESS:**

**Investment in Infrastructure:** We believe in the power of well-maintained infrastructure to drive growth and prosperity.



**Commercial Development:** We actively promote a business-friendly environment, fostering economic expansion.

**Environmental Stewardship:** We are dedicated to preserving and enhancing our natural surroundings for current and future generations.

**Downtown Revitalization:** We are invested in revitalizing our town center, making it a vibrant hub for all.

**Cultural Diversity:** We celebrate diversity and actively work to build an inclusive community.

**Strategic Partnerships and Regional Cooperation:** We believe in the strength of collaboration and actively engage in regional initiatives.

**Health and Safety:** We prioritize the well-being of our residents and employees, ensuring a safe environment for all.

**The Creative Economy:** We recognize the vital role of creativity and innovation in driving economic growth.

*As an employee in New Glasgow, you'll be part of a community that embraces growth, diversity, and progress. Join us in shaping a future filled with opportunities, both for personal and professional development, in a town that treasures its heritage while embracing a forward-thinking vision.*

**A complete job profile, outlining additional competencies, educational and experience requirements and working conditions can be provided upon request.**