



Employment Opportunity

Municipal Clerk

Permanent Full-time – Pay Level 5 (\$68,086 - \$85,893)

The County of Annapolis is currently seeking a Municipal Clerk to join our Corporate Services team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Municipal Clerk shall be responsible for carrying out the statutory duties of Municipal Clerk according to the *Municipal Government Act* and other provincial legislation, coordinates and schedules Council and other standing committee meetings, oversees municipal conflict of interest records, acts as Returning Officer for all municipal elections and plebiscites, develops and maintains both a paper-based and electronic records management system, provides administrative support to Warden and Council, prepares a monthly staff accountability report, develops and offer a council orientation program, participates in emergency management planning and meetings, and prepares reports and presentations when required. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Qualifications:

Candidates for this position must possess as a minimum, an undergraduate degree in business, public administration, records management, National Advanced Certificate in Local Authority Administration, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements. Additionally, the candidate must have a minimum of five (5) years' experience working in a records management or public sector organization that provided significant experience with government agencies, document management and collaboration with elected officials, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will close on January 19, 2025 at 4:00PM

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Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca

