

TOWN CLERK

The Town of Channel-Port Aux Basques is seeking an experienced individual to fill the role of Town Clerk.

Position Overview: Reporting to the Town Manager and Council, the Town Clerk's primary responsibilities are to fulfill the statutory duties of the Clerk as required in *The Municipalities Act*. This is a 40-hour per week position, Monday to Friday with some required overtime to attend regularly scheduled Council Meetings, and Committee Meetings as required.

The responsibilities of this position include but are not limited to:

- Preparation of meeting agendas, minutes, correspondence and related documentation;
- Preparation of reports, bylaws, contracts and agreements;
- Ensure Council is advised of its legislative responsibilities (arrange Council training);
- Act as the Returning Officer for Municipal Elections and By-elections;
- Appointed as Coordinator for the purpose of *The Access to Information & Protection of Privacy Act*;
- Responsible for the overall records classification and retention system of the Town.
- Receive and secure revenues / taxes collected and balance accounts regularly
- Budget preparations and data entry
- Overseeing the update of the annual municipal assessment roll
- Fulfill role as Office Manager, oversee banking needs
- Respond to staff, supervisors and the public in a polite and informative manner
- Oversee accounts receivable and payable
- Work together with the Town Manager

Qualifications: The ideal candidate will have a thorough working knowledge of or will be required to learn the legislative, legal and corporate responsibilities outlined in local government legislation. Candidates should have:

- Experience working in Microsoft Word and Excel;
- Experience working in Simply Accounting would be an asset;

- Experience working in TownSuite would be an asset but we will train in this software;
- Well developed organizational skills, time management, written and oral communication skills;
- Completion of High School supplemented by a University Degree and / or College Diploma in Business, Administration or Finance. Three (3) to five (5) years of related work experience, or any equivalent combination of education and training. *Experience working in a municipal environment would be an asset.*
- Proven experience in a clerical position, meeting procedures including recording minutes
- Ability to multi-task

Compensation: Compensation is competitive and negotiable in keeping with experience, knowledge and abilities. A comprehensive benefits package is provided as well as a defined contribution pension after your probation period.

Application Instructions: Your application package must include current contact information for at least three employment references. Please forward resumes and cover letters to the attention of

Town Manager, Nadine Osmond via email nosmond@portauxbasques.ca, or mail to Town Hall, 67 Main Street, P.O. Box 70, Channel-Port aux Basques A0M 1C0.

A more detailed description of duties and responsibilities is available upon request. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

CLOSING DATE: Monday, April 22, 2024 at 4:00pm