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Clerk - Arcadia



Join us in Arcadia, where natural beauty meets community spirit in the heart of New Brunswick!

Named for its unspoiled wilderness and breathtaking landscapes, Arcadia is home to over 3700 residents, blending rural charm with friendly village vibes. Our stunning backdrop of the Wolastoq (Saint John River), Grand Lake, Washademoak Lake and the Jemseg River sets the stage for endless outdoor adventures, from tranquil boat rides to exploring lush flora and fauna.

Behind this idyllic setting lies a municipality buzzing with activity and opportunity. With a combined operating and capital budget surpassing \$5 million and a dedicated team of 15 full and part-time employees, we ensure the smooth functioning of municipal services. From our five fire stations to managing wastewater systems, community centers, wharves, and parks, we take pride in maintaining over 380 kilometers of roads across our 821 sq. km expanse.

Arcadia isn't just a place to work—it's a place to call home. Join us in shaping the future of our welcoming community as our Clerk and help us continue to thrive and grow.

How to Apply

Interested parties can find a detailed job description below. To explore this opportunity please apply via email with a resume and covering letter by **June 30, 2024**, or sooner info@arcadianb.ca.

The village of Arcadia is an equal opportunity employer.

We thank all applicants, however, only those selected for an interview will be contacted.

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CLERK Job Description, Village of Arcadia

ABOUT THE ROLE:

The Clerk reports to the CAO and is a key member of the leadership team of the Village of Arcadia. The Clerk performs various highly responsible and complex professional administrative tasks for the Village of Arcadia's Council in support of a wide range of programs, operations, services, and policies. Responsibilities include Council agenda publication, attendance at Council meetings, and preparation of official Council minutes. The Clerk administers the Village records management and information management systems. The Clerk must perform the responsibilities of the position in accordance with all applicable legislative and regulatory standards, as set out in provincial and municipal regulations, policies, and by-laws.

ROLES AND RESPONSABILITIES:

The following list of duties is intended to describe the various types of work that may be performed and is not intended to be an all-inclusive list of responsibilities.

Administration:

- Fulfills and discharges all statutory duties/obligations of the Clerk found in the Local Governance Act of New Brunswick (Bill 44).
- Coordinates and participates in the preparation, distribution, and publication of agendas and related materials for public meetings and hearings such as Council and Committees; ensures legal requirements are met for publication and posting of agenda and legal notices; notifies all members of Council and attends all publicly noticed meetings as needed; prepares a summary of actions, and minutes. Prepares applicable correspondence related to decisions of Council.
- Acts as a resource person to Council by advising members of meeting procedures and the responsibilities of elected members.
- Prepares for and supervises Council orientation following elections and by-elections.
- Participates in the development, implementation, and maintenance of departmental goals, objectives, policies, procedures, and priorities for assigned programs in the Village's Office; recommends and administers policies and procedures.
- Develops and implements policies associated with the Clerk's responsibilities.
- Liaises with Members of Council, staff, other municipal and governmental organizations and public, providing advice and information on matters of the administration, policy and operations of the Village as required.
- Is the custodian of the corporate seal of the local government.
- Serves as a Commissioner of Oaths for the Province of New Brunswick.
- Provides miscellaneous administrative services for the office of Mayor and the CAO.
- Facilitates accurate and timely processing of documents, including agreements, contracts, deeds, resolutions, and ordinances.
- Researches and creates various reports and/or documents, including those sensitive or confidential for Council action; researches, compiles, and analyzes complex matters and data for assigned special projects and reports; prepares summaries, reports, and correspondence.
- Maintains Committees by advertising membership, establishing terms of Reference, providing administrative support, etc.

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- Performs a full range of duties supporting assigned operations; notarizes and certifies documents; participates in an administrative role in Council meetings.
- Participates in senior level meetings; maintains awareness of new trends and developments in the fields related to the area of assignment; informs on new opportunities as appropriate.
- Performs other related duties as assigned by the CAO.

Records/Asset Management.

- Administers, monitors, and ensures compliance with the Right to Information and Protection of Privacy Act. Coordinates, reviews, and responds to requests for information received under the legislation.
- Oversees the organization and maintenance of the Village records management function; tracks, records, and maintains by-laws, minutes, and records of the Municipality.
- Safekeeps, preserves, and maintains an indexed registry of files and documents, including original and official copies of by-laws, meeting minutes, contracts and agreements, legal papers, financial records (e.g., budgets, debentures, bank records, bills, invoices, receipts), and any other official records. Responsible to post tenders and Requests for Proposal (RFPs) to the municipal website and other government websites such as NBOON (the New Brunswick Opportunities Network).
- Utilizes various computer applications and software packages; operates various automated record-keeping systems.
- Ensures the confidentiality of all information per the Right to Information and Protection of Privacy Act.
- Coordinates telecommunications and information technology services.

Information Management & Communications.

- Facilitates communication between Council, municipal staff, and the public. Provides information regarding Council and Committee decisions and on municipal operations and activities.
- Receives questions and inquiries from and provides service to, members of the public.
- Coordinates public information and joint emergency communications for the municipality.
- Provides access to the municipality's official records.
- Assists with the coordination of official civic functions and visits. Attends Council meetings and participates on Committees as appropriate or required.
- Develops communications strategies and deliverables to support municipal operations, initiatives, and projects. Plans and executes marketing and promotional campaigns. Develops and updates content on the municipal website and social media sites.

Human Resources.

- Ensures policies regarding timecards, overtime, and employee reimbursement are adhered to. Ensures personnel files are up to date with vacation requests, benefits, and applicable tax documents. Ensures approved practices are followed in the hiring, promotion, and termination of employees.

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By-Law Review & Amendment.

- In conjunction with the CAO, prepares or directs the preparation of required by-laws for submission to Council for approval.
- As directed by the CAO, reviews current by-laws to confirm that they remain appropriate in scope and detail.
- Ensures that all by-laws requiring approvals from other agencies or levels of government are presented to the appropriate party for approval.

Regional Service Commission Coordination.

- Assists the CAO, in working with the Regional Service Commission (RSD) to review, draft, and amend plans and other documents related to community development, economic development, tourism, zoning, and land use.

Other:

- Performs duties of the CAO and Treasurer, as needed.
- Provides support for special projects, which may include elements of project management, communications, or public relations.
- Contributes to preparation of the annual budgets.

KNOWLEDGE, TRAINING AND QUALIFICATIONS:

- Four years of increasingly responsible management assistance or experience providing administrative support to upper-level management in the public or private sector.
- Familiarity with Microsoft Office Products.
- Working in previous front-facing positions is an asset.
- Working with businesses and customers is an asset.
- Municipal experience is highly desirable.
- Experience in a government agency is desirable.

Education:

- University degree in a field related to political science, public administration, business administration, or a related field with a minimum of 5 years of combined experience in municipal government, project management, or communications.

OR

- Two (2) year post-secondary diploma in business administration, public administration, or another related diploma with a minimum of seven (7) years of progressively related experience.

OR

- A High School Diploma with at least 9+ years of municipal work experience.
- A combination of experience and education may be recognized and may be commensurate with the level of remuneration.

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Asset Qualifications:

Understanding of:

- Operations of a Village Office.
- Functions and organization of municipal government and elections.
- Work organization principles and practices.
- Modern principles, practices, and techniques of municipal records management.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Strong writing skills,
- Methods and techniques of public relations; use of social media including Website and Facebook Page management.
- Willingness to participate in continuing education opportunities that align with the Clerk duties.

License and Certification:

- Possession of a Valid Driver's License must be maintained as a continued condition of employment.
- Possession of, or ability to obtain, certification through the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) or from the Association of Municipal Administrators of NB is desirable but not necessary.

SKILLS AND COMPETENCIES:

- Strong oral and written communication skills.
- Strong public relations acumen.
- Research and analytical ability.
- Ability to deal with frequent interruptions and competing priorities.
- Sense of collaboration and ability to work in a team environment.
- Time management skills with the ability to prioritize tasks and work under deadlines.
- High level of tact, discretion, and confidentiality.