



P.O. Box 220, Brigus Newfoundland, A0A-1K0

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## Employment Opportunity - Assistant Town Clerk

### Full-time/Seasonal

Deadline Date: Thursday, June 30, 2022 at 4 pm.

Applications should be forwarded online to Fraser Drover; Chair, Human Resources, Town of Brigus via [fraserdrover@gmail.com](mailto:fraserdrover@gmail.com).

### Job Description

As Assistant Clerk, the successful candidate must be confident and competent to act on the Clerk's behalf in all matters. In this senior position, ability to interact with the public as well as a variety of professional bodies is a key element and responsibility of this front-line role. This leadership role must exemplify leadership, strong work ethic and professionalism in all undertakings.

The general responsibilities of this management position are captured in the **Municipalities Act (1999)** especially as outlined in Section III Administration and Staff (Sections 53-74). In addition, specifically the Assistant Clerk must be able to act in place of the Town Clerk in all matters, including but not limited to:

- Along with the Town Clerk, be able to provide advice and direction vis a vis municipal legislation & guidelines inclusive of financial & administrative best practices
- Provide Financial Management re budgeting matters, Tax (collection) matters and Municipal expenditures
- Ensure timely implementation of decisions, policies & procedures as directed
- Maintain & operate payroll accounting systems
- Ensure management & maintenance of information systems and software program utilized by the Town
- Implement and apply bylaws, regulations and policies of the Town
- Ensure best practices regarding all areas of Town's governance as required by Municipal and Provincial policies and legislative requirements

Please note the successful Applicant must be **Bondable** and present a **Police Records Check**.

Current salary range >\$20.00 per hour

A detailed Job Description document will be available to short-listed Applicants.

Deadline for **applications** is **Thursday, June 30, 2022 at 4 p.m.**

### Qualifications:

The Assistant Clerk must have completed a post-secondary degree or diploma in business administration (or an equivalent) program of studies. Specific skills and experience in accounting, payroll, and accounts payable are essential. Experience with Microsoft Office is required. Experience in a municipal environment or certification in municipal administration would be a definite asset in this position. Preference will be given to the most suitable combination of academic qualifications and experience in a municipal (or other) suitable environment.