

# Municipality of Shuniah

## OPEN JOB POSTING

**Position Title:** Assistant to Clerk (PT: 3 days/week)

**Department:** Clerk/Planning Department

**Reports To:** Clerk/Planning Department

### **Purpose:**

The Assistant to the Clerk is responsible for assisting with the day-to-day operations of the Clerk/Planning Department's and carrying out responsibilities in the following functional areas: planning and land management matters, Council meeting support and related records management.

### **Responsibilities:**

The duties include supporting the Clerk/Planning Department in the application of land planning and provincial regulations, drafting legal correspondence, serving customers related to planning matters, investigative research and drafting reports, website content support, record keeping and general office duties and administrative support. This position also performs the duties of Secretary-Treasurer to Committee of Adjustment and coordinates public meetings for minor variances and consent applications as defined in the Planning Act.

### **Required Knowledge and Skill:**

- Education in local government administration, planning, real estate law, or related field along with 3 years progressive experience related to duties and responsibilities.
- Knowledge of related legislation such as *Planning Act*, *Municipal Act 2001*, *Municipal Freedom of Information and Protection of Privacy Act*.
- Knowledge of parliamentary procedures.
- Highly proficient in Word, Adobe, Teams, Goggle Earth and land mapping related software would be an asset.
- Knowledge of general office procedures, including record and information management systems.
- Excellent communication, interpersonal, public relations, organizational and time management skills, including the ability to meet deadlines, to function well under presser, proper telephone etiquette, and to work effectively as a team member.
- Excellent analytical skills showing good judgement, sound problem solving, and conflict resolution abilities.
- Political astuteness, tactfulness and diplomacy.
- Demonstrated organizational skills to meet strict and time sensitive deadlines.
- Ability to work with personal information and maintain strict confidentiality.

**Working Conditions:**

This is a part-time position that normally works 3 days a week and will require additional hours as required to cope with deadlines, peak periods and meetings from time to time. Office hours are 8:30am to 4:30pm and there is some flexibility in the scheduling of hours throughout the week.

The Municipality of Shuniah expects all employees to work in an environmentally friendly way in all the tasks they do; to work in a manner that is safe for themselves and others and to be aware of health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government and to recognize the uniqueness of the individuals they come in contact with, and to treat them with dignity and respect.

**Contacts:****Internal Working Relationships**

Establishes and maintains working relations with others in the Staff Services/Clerks Department, all employees, Managers, Chief Administrative Officer, Councilors and colleagues.

**External Working Relationships**

Establishes and maintains regular contact with other government agencies, Provincial Ministries, other municipalities, and the general public.

**Compensation:**

- \$27.14 per hour plus benefits as in accordance with the Union collective agreement pending new agreement for 2018.

**We encourage all who are interested in this position to apply.**

Applications will be accepted via e-mail until **4:30pm on Friday, May 14<sup>th</sup>, 2021** and should be directed to the attention of:

Kerry Bellamy, Clerk  
Municipality of Shuniah  
**Email: [clerk@shuniah.org](mailto:clerk@shuniah.org)**

***In accordance with the Municipal Freedom of Information and Privacy Act, personal information submitted is collected under the authority of the Municipal Act and will be used only for candidate selection.***