



## EMPLOYMENT OPPORTUNITY VILLAGE CLERK

Interested applicants should submit a resume to Alexis Trebble, Deputy Clerk, prior to the posting expiry date. Please submit resume via email to [alexis.trebble@arcadianb.ca](mailto:alexis.trebble@arcadianb.ca) , in person at the temporary Village office located at 91 Route 695, Jemseg NB or to 6 Municipal Lane, Cambridge-Narrows, NB, E4C 4P4

<b>Job Title:</b>	<b>Village Clerk (Full Time position)</b>
<b>Reports to:</b>	<b>Council</b>
<b>Posting Date:</b>	<b>September 20<sup>th</sup> 2023</b>
<b>Posting Expiry Date:</b>	<b>October 13<sup>th</sup> 2023</b>
<b>Anticipated Start:</b>	<b>November 1<sup>st</sup> 2023</b>
<b>Job Summary</b>	<b>Reporting to Council, the Village Clerk is part of the municipal team. The Village Clerk performs various highly responsible and complex professional administrative tasks for the Village of Arcadia Council relating to the local government organization. The Village Clerk will be responsible for the legislative requirements stipulated in the Local Governance Act as well as other requirements.</b>
<b>DETAILED JOB DESCRIPTION ATTACHED</b>	

The community of Arcadia was created on January 1<sup>st</sup>, 2023, through the New Brunswick Local Government Reform process. Arcadia encompasses the former Villages of Cambridge-Narrows and Gagetown as well as the former Local Service Districts of Cambridge, Hampstead, Upper Gagetown and Waterborough.

Arcadia is looking for a friendly, professional, well-organized, self-starting individual to join our team as Village Clerk.

The Village Clerk will be responsible for the legislative requirements stipulated in the Local Governance Act as well as other requirements. [NB Local Governance Act](#)

***The responsibilities include, but are not limited to, the following:***

- Be the custodian of official Village records, corporate seal, and legal documents.
- Serve as the official signing officer, along with the Mayor, for corporate documents and affixes the corporate seal as required.
- Fulfill the powers and duties ascribed to the Clerk in the Local Governance Act.
- Ensure the documents required to be available at the Village office under the Local Governance Act are maintained.
- Co-ordinate, prepares, distributes and publicizes the agendas and related materials for public Council meetings and hearings.
- Attends and accurately records all public meetings of Council; including but not limited to, notice of meetings, agendas, and prepares a summary of actions and minutes.
- Participates in the development, implementation, and maintenance of departmental goals, objectives, policies, procedures, and priorities for assigned programs in the Clerk's office; recommends within policy guidelines appropriate service and staffing levels. Recommends and administers policies and procedures.
- Prepare and present reports to Council as directed or required.
- Administers monitors and ensures compliance with the Right to Information and Privacy Act.
- 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, research, compile, and analyze complex matters and data for assigned special projects and reports; prepares summaries, reports, and correspondence.
- Utilizes various computer applications and software packages; operates various automated recordkeeping systems.
- 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.

- Provide information for the Village website regarding Council matters, public notices, by-laws and other relevant information.
- Responsible for managing Village staff.
- Perform other related duties as may be required or assigned from time to time.

### **Qualifications, Skills & Attributes:**

- Completion of post-secondary education with job related courses, or equivalent combination of education and experience.
- Strong knowledge of office procedures, practices; statistical and administrative research and report preparation.
- Keen attention to detail.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) as well having an interest in learning other software programs such as Office 365, SharePoint, Microsoft Teams and Quickbooks.
- Resourceful, flexible and can multi-task.
- Strong writing skills.
- Familiar with methods and techniques of public relations.
- Proven organizational and time management skills.
- Ability to maintain a high degree of professionalism, exercise discretion and maintain strict confidentiality.
- Familiar with methods and techniques of supervision, training and motivation.
- Ability to establish effective working relationships and be a team player.
- Availability to work flexible work schedule outside the normal work schedule to accommodate meetings and special events.
- Willingness to participate in continuing education opportunities that align with Village Clerk duties as they may arise.

### **Working Conditions & Environment:**

- This position is currently based in the temporary Village Office located in Jemseg. The location may change once a permanent office location is selected.
- Working outside of regular hours (evenings and weekends during events, emergencies etc.) will be required as the occasion arises.
- Possess a valid driver's license and have means of transportation for work travel.
- Interact and collaborate with Council, staff, community groups and residents.

### **Compensation:**

- Compensation will be based on education and experience.

### **Applications:**

Applications will be accepted until the end of business on October 13<sup>th</sup>, 2023. Candidates can submit their applications by one of the following means:

- Email to [alexis.treble@arcadianb.ca](mailto:alexis.treble@arcadianb.ca)
- Mail to 6 Municipal Lane, Cambridge Narrows, NB E4C 4P4
- Drop off in person at 91 Route 695, Jemseg, NB during regular business hours.

*Thank you to all applicants for their interest in working with Arcadia. Only those selected for further consideration will be contacted.*