

MUNICIPAL CLERK
Town of LUNENBURG, Nova Scotia

Located on Nova Scotia's beautiful South Shore, the Town of Lunenburg is a diverse and vibrant community of +2300 year- round residents with numerous seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities, which supports a quality of lifestyle and is within a short driving distance to Halifax Stanfield International Airport.

Lunenburg maintains a diverse balance of initiatives that focus on community environment and development providing quality municipal services to the community, is a priority. Lunenburg Town Council and staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg a UNESCO World Heritage Town.

This challenging position requires the following:

- A strong understanding of the Municipal Government Act as it relates to Council functions and other relevant Provincial Legislation
- Knowledge and understanding of the Municipal Elections Act and experience in the management of municipal elections
- Knowledge of formal council procedures and responsibility for minutes and records
- Accountability for the Town's records management
- Development and administration of the Town's bylaws, policies, and procedures
- An elevated level of organization skills and attention to detail
- Excellent communication skills, both written and verbal
- Ability to work under pressure, establish priorities and timelines in a multi-task environment
- Maintain appropriate confidentiality and discretion
- Confident judgement and competent professionalism
- Required attendance at after- hours Council meetings
- Current knowledge and proficient technical skills and programs

What you possess:

- Post- secondary education, Business Administration or related discipline(s)
- Certificate in Local Government Administration an asset
- Minimum five years experience in local government
- Or
- Equivalent combination of education and experience

We Offer:

A Competitive salary commensurate with experience. The Town of Lunenburg offers a comprehensive Benefits package including defined contribution Pension Plan.

Closing date: August 19, 2022 – 4:00 AST

Please send cover letter and resumé in confidence to:

Email: hr@townoflunenburg.ca

With MUNICIPAL CLERK in the subject line

We thank all candidates for your interest – only those selected for an interview will be contacted.

All Candidates must be legally eligible to work in Canada.

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.

Check us out!

www.townoflunenburg.ca