

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: ADMINISTRATIVE CLERK (Community Development)
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 3	Approval Date: MARCH 6, 2025

General Job Responsibility

Administrative Clerk shall be responsible for providing administrative support to the Director of Community Development and other designated staff within the department. They act as the main staff resource person for the Community Development Department as it relates to records management; assisting with meeting preparation and support including acting as recording secretary for related committees (minutes); maintaining a database of community contacts, assisting with the Community Events Guide, recording departmental stats, controlling inventory and distribution of publications and printed material for the department, assisting with grant funding applications and event registration programs and carries out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Director of Community Development.

Specific Job Responsibilities

1. Provide administrative support to the Director of Community Development, Manager of Recreation, Communications Coordinator and Strategic Initiatives Coordinator when requested and within the purview of their roles and responsibilities.
2. Collects, organizes and maintains an up-to-date digital database of all contact information for Annapolis County facility spaces, Annapolis County Community organizations, Annapolis County skilled resources and Annapolis County businesses.
3. Assisting the Communications Coordinator with the Annapolis County Community Events Guide and Volunteer Recognition program and Community Development staff with business meetings, training and economic development functions.
4. Maintaining annual rental contact listings, charges and fees for community hall rentals, fire halls, etc., and booking facilities for workshops, seminars, and special meetings for the department of Community Development.
5. Record and maintain statistics on usage of parks and trails and comments/ concerns from the public relating to County owned recreational parks, trails and facilities.
6. Assist Community Development staff with grant funding applications and creating and maintaining online registration programs for organized events as requested.

7. Responsible for controlling inventory of print publications for the Community Development Department and coordinating the distribution of publications to locations throughout the County and province.
8. When requested attends meetings of Council or committees to take minutes, notes, or other purposes to document required information for the future use of Community Development staff.
9. Assists the Director of Community Development with document preparation and formatting, compilation, copying, proof reading, editing, scanning, emailing, circulating, uploading to website and/or social media, and filing ensuring accessibility standards and plain language requirements are adhered to as appropriate and directed.
10. Undertake projects and conduct research on behalf of Community Development as assigned.
11. Acts as the main staff resource person for the Community Development Department as it relates to records management, ensuring a system of documenting, filing, copying, retrieving, retention and destruction, as well as preparing and issuing correspondence is maintained.
12. Other reasonably related duties and responsibilities that may be assigned from time to time by the Director.

Qualifications and Expectations

Candidates for this position must possess a degree, diploma or certificate in business administration or administrative management or a suitable equivalent combination of educational requirements and lived experiences appropriate to the position. The candidate must have a minimum of three (3) years' experience working in a public sector organization, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization.

Due to the nature of this position, the employee must have exceptional reading, writing, and working knowledge of the principles and practices of modern public administration including having a positive past working relationship with all staff, elected officials and the general public, be fluent with Microsoft 365 and be comfortable working in a time sensitive, fast-paced work environment, with high political and social media attention while maintaining confidentiality, often with short timelines. This position will occasionally require work outside of normal office hours including evenings and weekends.