

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: MUNICIPAL CLERK
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 6	Approval Date: February 2026

General Job Responsibility

The Municipal Clerk shall be responsible for carrying out the statutory duties of the Municipal Clerk according to the *Municipal Government Act* and other provincial legislation. This includes recording in a minute book all proceedings of the council, coordinating and scheduling Council and other standing committee meetings, keeping the by-laws and policies of the Municipality, providing administrative support to Warden and Council, participates in emergency management planning and meetings and carries out other side duties as prescribed by the CAO, Council, or an enactment.

Accountability

This position reports directly to the Director of Corporate Services.

Specific Job Responsibilities

1. Performs the statutory duties of Municipal Clerk as outlined in Section 33 of the *Municipal Government Act* of Nova Scotia.
2. Responsible for the organization, preparation, scheduling of all Council, Committee of the Whole, Planning Advisory Committee meetings, as well as other future assigned standing committees. Ensuring that agendas are prepared and circulated in advance of the meetings, minutes are taken, transcribed and distributed in a timely manner after each meeting, posted on the Municipality's website, and consolidated into a book open to the public for viewing at all reasonable times.
3. Designates and maintains a municipal record available for public viewing at all reasonable times of all declarations of interest pursuant to Section 7 of the *Municipal Conflict of Interest Act* of Nova Scotia that are disclosed, ensuring that all Council Members declarations are recorded in the approved minutes.
4. Facilitates and oversees the conduct of all municipal elections, special elections and plebiscites according to Section 4 of the *Municipal Elections Act* of Nova Scotia as the designated Returning Officer for the Municipality. Ensuring that legislated timelines, advertising, and procedures are followed, required employees are hired, materials and supplies are available, and that all elections are carried out fairly.
5. Oversees the maintenance of a comprehensive municipal records management system that articulates the cataloguing and keeping of all municipal records including

paper and electronic, with defined policies and process for the eventual destruction of non-permanent records,

6. Oversees the development of an electronic records management system, developing meta data fields, designating municipal staff that will be required to use the system and populate it with their records on an ongoing basis, developing a plan for scanning and entering historic records into the system, preparing training materials for all staff on its use and access, and budgeting the required resources to maintain it each year thereafter.
7. Provides daily administrative support to the Warden and Council Members respecting the preparation of correspondence, scheduling of key appointments, bringing awareness to important community milestones, coordinates meetings with external persons that Council or Warden wish to meet with, and facilitates council presentations as authorized by the Warden.
8. Prepares a monthly staff accountability report for Council of previous directions and approved motions of Council, along with updates from the relevant staff member to ensure transparent tracking of Council directions, removing issues once they are completed.
9. Develops and offers a new councillor orientation program after the swearing-in of each new Council every four years, or individually for Councillors elected in a special election, reviewing municipal policies and bylaws, provincial legislation, rules of order, meeting dates and time, technology requirements, budgeting process, introductions of municipal staff, and awareness of all municipal programs, services, and infrastructure.
10. Serves as the custodian and coordinator of official Municipal records in accordance with the provisions of the *Municipal Government Act* and municipal policies and bylaws, certifying documents when required, and acting as a municipal signing officer for all contracts, deeds and legal agreements,
11. Cooperates with Regional Emergency Management Coordinator as the direct link between REMO, Warden and Municipal Council, coordinating briefings and updates for Council, and assists Chief Administrative Officer with operational needs during any potential or actual emergency.
12. Triage all public comments, complaints, requests for information, and requests for meetings with Warden and Council, determining if the issue is within the legislative authority of the Municipality and through discussions with the Warden determines the Municipality's response and if the matter is to be forwarded to another government department or agency.

13. Conducts research on various municipal and community matters, especially in other municipal jurisdictions, when requested by the Warden or Director of Corporate Services to help better inform Council decision making.
14. Prepares reports and presentations for the Warden, Council, and Director of Corporate Services on various topics and issues during the year as requested.
15. Other duties and responsibilities as may be assigned from time to time by the Director of Corporate Services.

Qualifications and Expectations

Candidates for this position must possess as a minimum, an undergraduate degree in business, public administration, records management, National Advanced Certificate in Local Authority Administration, or a similar educational program.

Additionally, the candidate must have a minimum of five (5) years experience working in a records management or public sector organization, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must:

- Have exceptional reading and writing skills
- Have working knowledge of the principles and practices of modern public administration including rules of order
- Have a positive past working relationship with staff, Council Members and the general public
- Be fluent with the Microsoft Office Suite
- Be comfortable working in a fast-paced work environment, often with short timelines and high political and social media attention.

This position will occasionally require work outside of normal office hours including evenings and weekends.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.