

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: ADMINISTRATIVE CLERK
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 3	Approval Date: JULY 1, 2023

General Job Responsibility

Administrative Clerk shall be responsible for performing the duties of Municipal Clerk in the absence of the Municipal Clerk, provides administrative support to designated staff, acts as the main staff resource person for the Municipal Clerk's office as it relates to records management, attends meetings of Council or Committees, assists Municipal Clerk with meeting preparation and support, reviews all incoming correspondence and other documents submitted to the Warden, acts as recording secretary for the Nominating Committee, supports the Office of Warden with arranging meetings, undertakes research, coordinates training, workshops, and educational sessions for Council members, coordinates the collection, reporting, and posting of quarterly and annual financial and hospitality reporting of expenses for Council members and Chief Administrative Officer, assists the Municipality's Freedom of Information and Protection of Privacy Administrator, tracks articles and stories on media outlets daily, develops regular opportunities for Warden and councillors to improve community visibility and outreach, prepares reports for Municipal Clerk, 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 Municipal Clerk.

Specific Job Responsibilities

1. Performs the duties of, and acts as Municipal Clerk, pursuant to Section 33 of the *Municipal Government Act* of Nova Scotia in the absence of the Municipal Clerk.
2. Provides administrative support to designated staff, Warden, Deputy Warden, and councillors when requested, and when the request is within the purview of the Municipality and the roles and responsibilities of Council members.
3. Acts as the main staff resource person for the Municipal Clerk's office as it relates to records management, ensuring a system of documenting, filing, copying, retrieving, as well as preparing and issuing correspondence is maintained.
4. When requested by the Municipal Clerk, attends meetings of Council or Committees to take minutes, notes, or other purposes to document required information for the future use of Council, Committees, and applicable staff.

5. Assists the Municipal Clerk with the preparation, compilation, copying, proof reading, editing, scanning, emailing, circulating, uploading to Municipality's website as well as Council's confidential electronic file for in camera issues, all agendas, minutes, reports and related documents for all Council and assigned committee meetings.
6. Reviews all incoming correspondence, faxes, and other documents submitted to the Warden, certain members of Council, or all members of Council, to determine required actions which may include preparing a draft reply, arranging for an in-person meeting, arranging for a presentation to Council or a Committee, collecting information on the issue from relevant staff, and briefing Warden, or specific member of Council about the issue, its background, and actions taken to date.
7. Acts as recording secretary for the Nominating Committee.
8. Supports the Office of Warden with arranging meetings and phone calls, undertaking research, preparing reports and briefings, preparing letters and cards, and assisting with any municipal tasks requested by the Warden.
9. Coordinates all training, workshops, educational sessions, provincial and federal consultations, councillor orientation sessions, and other knowledge gaining opportunities for Council members, including supporting filling out registrations, hotel bookings, and coordinating interest for such training during the year, subject to Council and budget approvals.
10. Coordinates the collection, documentation, review, reporting, and posting of quarterly and annual financial and hospitality reporting of expenses for each member of Council and Chief Administrative Office, sending out reminders two weeks before due date, confirming accuracy of accounting, forwarding to Warden and Chief Administrative Officer for approval, followed by posting on the Municipality's website.
11. Collects and posts mileage and honorariums for citizen committee members in accordance with AM 1.3.4 *Citizen Appointments to Committees Policy*.
12. Assists the Municipality's Freedom of Information and Protection of Privacy Administrator with the retrieval, collection, collation, copying, and dissemination of municipal records that are subject to release according to Part XX of the *Municipal Government Act*.
13. Reviews articles, stories, online blogs, social media platforms, newspaper, radio, television, and other media outlets daily for issues directly and indirectly related to the Municipality, including provincial and federal government media releases and conferences, alerting Warden, councillors, Chief Administrative Officer and Directors to issues that would be of interest to them, or that they need to be aware of.

14. Develops regular opportunities for Warden and councillors to improve community visibility and outreach through the sharing of community events, preparing certificates for presentation to groups and citizens achieving milestones or achievements, helping to coordinate positive messaging and opportunities to advance the Council's strategic priorities.
15. Prepares reports for Municipal Clerk on various topics and issues during the year as requested.
16. Other duties and responsibilities as may be assigned from time to time by the Municipal Clerk.

Qualifications and Expectations

Candidates for this position must possess as a minimum, a degree, diploma or certificate in business administration, administrative management, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of five (5) years experience working in a public sector organization that provided significant experience with government agencies, documentation classification and management, and collaboration with elected officials, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization, or a combination of formal experience and lived experiences.

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 rules of order, have a positive past working relationship with all staff, elected officials and the general public, be fluent with Microsoft Office, 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.