



EMPLOYMENT OPPORTUNITY

Town Clerk-Manager

The Town of Norris Point is presently accepting applications for the full-time position of Town Clerk-Manager.

Summary of Tasks and Responsibilities:

Under the direction of Council, the Town Clerk-Manager performs highly responsible administrative work relating to Municipal issues.

- Responsible for Municipal taxation, budgeting, audit, municipal projects, grants and programs, accounts receivable, accounts payable, asset management, administration of Municipal Plan and other related duties.
- Directs and manages the development and implementation of Town goals, objectives, policies and priorities.
- Conducts organizational, administrative, fiscal and other studies, collects, and analyzes information on operational and administrative problems.
- Administers public councils; agendas, minutes, and meeting correspondence.
- Supervision of staff.
- Responds to citizens on calls made to the Town office and or Town Council about issues, complaints, suggestions ensuring Town responsiveness
- Coordinates meetings and activities with outside agencies and organizations.
- Assist with elections and other legislative function.

Qualifications:

- Diploma in Business Administration from a recognized post secondary institution or a combination of education and experience
- Strong computer skills including the ability to do spreadsheets, word processing, etc.
- Possess strong written and oral communication skills
- Ability to work in an individual and/or team setting as well as a demanding work environment
- Experience in meeting procedures
- Flexible schedule; after hours and weekends for council meetings and training purposes
- Valid driver's license

Salary for this position is based on qualifications and experience.

How to Apply: Email: info@norrispoint.ca or drop your resume off at the Norris Point Town Office - 174 Main Street

Deadline for submission of resumes: Wednesday, June 28, 2023 at 4:00 PM.

We thank all applicants who apply for this position, however, only those selected for an interview shall be contacted.