



## CAPE BRETON REGIONAL MUNICIPALITY

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### *Municipal Clerk Regular Full Time*

**JOB SCOPE:** This position is accountable to the Chief Administrative Officer for the provision of a variety of routine and complex supervisory, clerical, and administrative work in the administration of the Municipal Government.

**DEPARTMENT:** Municipal Clerk's Office

**STATUS:** Confidential

**SALARY RANGE:** \$98,000 – \$109,000

**MINIMUM QUALIFICATIONS:** (Requested copies listed below must be included upon application)

**Education and Experience:**

- Graduation from a college or university with a Bachelor's degree in business management, records management, public administration or a closely related field; and
- Five (5) years of related experience.
- A medical assessment including vision and hearing tests. Medical assessment must show the capacity of performing tasks of the classification **(This is not required at time of application but will be required prior to hiring)**.

**CLOSING DATE FOR APPLICATIONS:** This posting shall remain open until this vacancy is filled.

Applications quoting **REFERENCE NO. 23.08-E** should be directed to:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303  
Sydney, Nova Scotia B1P 7B9

**Fax:** 902-563-5582

**E-mail:** [jobapplications@cbrm.ns.ca](mailto:jobapplications@cbrm.ns.ca)

Applications/Resumes may also be submitted in the drop-off box: Main Floor, City Hall during regular working hours (8:30 a.m. – 4:30 p.m.)

**Although we thank all applicants for their submissions, we will respond only to those we wish to interview.**

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*CBRM is committed to the principles of Employment Equity and Inclusivity. We encourage applications from designated groups, including but not limited to women, visible minorities, indigenous peoples, members of the 2SLGBTQIA+ community, and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability, and the public good.*

## Cape Breton Regional Municipality

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### **POSITION DESCRIPTION:                      Municipal Clerk**

**JOB SCOPE:**                      This position is accountable to the Chief Administrative Officer for the provision of a variety of routine and complex supervisory, clerical, and administrative work in the administration of the Municipal Government.

### **MAIN FUNCTIONS:**

- Participates as a senior member of the management team in the development of corporate and departmental program goals and objectives through participation in a corporate planning process.
- Serves as Clerk for the Regional Municipality and assumes the responsibilities specific to this position as outlined in the Nova Scotia *Municipal Government Act* (MGA).
- Serves as custodian of official Municipal records in accordance with the provisions of the MGA and CBRM policies; performs certification and recording for the Municipality as required on legal documents and other records requiring such certification; seals and attests by signature to by-laws, policies, resolutions, and contracts, easements, deeds, bonds or other documents requiring Municipal certification; catalogs and files all Municipal records.
- Attends regular and special Municipal council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, recording, indexing and filing for the public record; distributes information as requested.
- Prepares and advertises meeting agendas, other advertisements, and legal notices of public hearings and special meetings.
- Administers oath of office to public officials.
- Serves as Returning Officer for the Municipality.
- Acts as an Administrator with delegation from responsible officer to make required decisions regarding release of documentation on matters relating to Freedom of Information requests for non-police records of CBRM as per Section 497 of the MGA.
- Prepares reports for Council meetings as directed.
- Prepares surveys and other reports as directed.
- Prepares a variety of studies, reports and related information for decision-making purposes.

**MAIN FUNCTIONS: (continued)**

- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Recruits and selects staff within the Clerk's Department.
- Responsible for staff management functions within the department, including performance management, grievance and discipline.
- Performs such other duties as the CAO may, from time to time, assign.

**QUALIFICATIONS****Education and Experience**

- Graduation from a college or university with a Bachelor's degree in business management, records management, public administration or a closely related field; and
- Five (5) years of related experience.
- A medical assessment including vision and hearing tests. Medical assessment must show the capacity of performing tasks of the classification

**Necessary Knowledge, Skills and Abilities**

- Working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques; including legal requirements for recording, retention and disclosure.
- Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees; other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff.