



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence, Bilingualism

DEPUTY CITY CLERK

City Clerk's Office – Job # P1244

CLOSING DATE: NOON – JUNE 5, 2024

JOB SUMMARY:

The role of the Deputy City Clerk is to assist the City Clerk in fulfilling the statutory responsibilities of the office as required under the Local Governance Act and the By-law governing the Proceedings of City Council. This position is responsible for all duties of the City Clerk in his or her absence.

This position is also the primary administrative contact on matters relating to the Right to Information and Protection of Privacy Act, providing advice and guidance corporately and to the City Clerk/Head of RTIPPA.

The position is responsible for the development of electronic agendas for City Council meetings, and acts as the recording secretary for City Council, committee and board meetings and involves regular contact with members of City Council, Leadership

Team, Directors and the general public. This position is also responsible for the development of internal/external correspondence for website/social media communications in relation to meetings of Council. The incumbent is a primary contact on technical matters and training regarding the City's electronic agenda system - eSCRIBE.

The Deputy City Clerk assumes the legislated role of the City Clerk, in their absence.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- Must have post-secondary education with graduation from an accredited institution with major course work in Business Administration or formal post-secondary education in another discipline with relative business- related course.
- A National Advanced Certificate in Local Authority Administration with Certificates in Local Government Administration through Dalhousie University or the University of Alberta would be considered.

EXPERIENCE:

- Must have a minimum five (5) years' experience in performing similar or related duties.

LANGUAGE:

- Must have superior professional level communications skills (comprehension, oral and written) skills in both French and English with a minimum of Advanced (3) Level as per the Province of New Brunswick Linguistic Standards. Fluency in both official languages is a requirement as there are instances of required translation, both orally and written as well as interaction with members of the public, elected officials and officials in other levels of government.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with preparing agendas and minutes is a requirement.
- Knowledge of Roberts Rules of Order and Procedural Bylaw
- Knowledge of the following Acts:
 - Right to Information and Protection of Privacy Act,
 - Local Governance Act
 - Community Planning Act
- Knowledge of the community, current events and issues facing the City of Moncton.
- Must have minimum keyboarding skills of sixty (60) wpm.
- Must have extensive knowledge of word processing, Windows applications, and e-mail. Example: Microsoft Outlook/Excel/Word/Power Point.
- This position requires strong oral and written communication skills, as there is regular contact with citizens, government officials both political and bureaucratic; the position requires appropriate diplomacy and discretion. Because of the administrative functions required for the position, knowledge in office skills and procedures are important.
- Errors due to inaccuracy, neglect, or carelessness could result in embarrassment to the corporation, delay or inconvenience in terms of meeting deadlines, or providing service delivery.
- The incumbent will perform duties requiring diplomacy, initiative and independent judgement, and must demonstrate ability for both multi-tasking and above average time management skills.

- Must have excellent attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create / implement action plans and monitor progress towards goals; and ability to make clear, timely decisions.
- Requires a high level of judgment appropriate to applying established practices, policies or procedures to standard work assignments and resolving frequent problems. Must possess demonstrated ability to work without frequent direction and work independently.
- Must be familiar with the operation of all standard office equipment.
- Should be willing to upgrade skills as required by changes in the workplace.

CONTACT:

- This position will have significant impact on the image of the corporation of the City of Moncton and will have frequent contact with internal and external customers. Requires courtesy and diplomacy for exchanging information through calls from the general public, members of council, civic administration, media, heads of agencies, commissions, and local or national organizations. This position requires a high degree of discretion as matters of a confidential nature are dealt with regularly.
- Requires behavioral characteristics that reflect the best interest of the corporation and the community at large.

SUPERVISION:

- Provides guidance for term or summer employees when retained by the department.
- Must be able to work with minimal supervision and make decisions that reflect the established objectives of the department. Also requires initiative or ingenuity to resolve frequent minor problems in situations not always covered by established practices, procedures or policies.

CONDITIONS OF WORK:

- Normal working hours shall prevail, under agreeable working conditions in an office environment. There is a requirement to work beyond the normal workday for Public Council or committee meetings or on an emergency basis.