



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Employment Opportunity

Administrative Clerk – Community Development

Permanent Full-time – Pay Level 3 (\$52,374 - \$65,991)

The County of Annapolis is currently seeking an Administrative Clerk to join our Community Development team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Administrative Clerk shall be responsible for providing administrative support to the Director of Community Development and other designated staff within the department. They act as the main staff resource person for the Community Development Department as it relates to records management; assisting with meeting preparation and support including acting as recording secretary for related committees (minutes); maintaining a database of community contacts, assisting with the Community Events Guide, recording departmental stats, controlling inventory and distribution of publications and printed material for the department, assisting with grant funding applications and event registration programs and carries out other duties and responsibilities as may be assigned from time to time.

Qualifications:

Candidates for this position must possess a degree, diploma or certificate in business administration or administrative management or a suitable equivalent combination of educational requirements and lived experiences appropriate to the position. The candidate must have a minimum of three (3) years' experience working in a public sector organization, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will close on March 30, 2025 at 4:00PM

Kate McLean, Human Resources Coordinator

(902) 532-0890

Email: employment@annapoliscounty.ca

Municipality of the County of Annapolis

PO Box 100 (752 St. George St)

Annapolis Royal, NS B0S 1A0

Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca