Employment Opportunity

Municipal Clerk

Permanent Full–Time
Range 6:$78,454-$98,873

The County of Annapolis is currently seeking a Municipal Clerk to join our 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, villages, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

The Municipal Clerk is a leadership role and is responsible for the overall statutory duties of the Clerk according to the *Municipal Government Act (MGA)* and other provincial legislation. This includes upkeeping a minute book for Council proceedings, coordinating and scheduling Council and other standing committee meetings, and keeping the bylaws and policies of the Municipality.

Qualifications and Expectations

Education: Candidates must possess an undergraduate degree in business, public administration, records management, or a related field.

Certification: Possession of The National Advanced Certificate in Local Authority Administration (NACLAA) is considered an asset.

Experience: Candidates must have a minimum of 5 years' experience working in a leadership capacity under records management or public administration, with exposure to municipal elections.

Knowledge: Knowledge of the MGA, municipal elections, public administration, and records management is required.

Skills: Advanced reading and writing skills are required. Typing speed of 50 to 70 WPM is considered an asset.

Requirements: Candidates must obtain a criminal records check to work for the Municipality of the County of Annapolis. Candidates must also have a valid Class 5 driver's license. This position will occasionally require work outside of normal office hours including evenings and weekends.

Core Competencies

IDEA and Ethics Leadership: Plays an active part in a respectful, inclusive, and accessible workplace, including with members of the public. Prioritizes IDEA initiatives in all aspects of the role. Maintains high ethical standards, accountability, and professionalism.

Coaching and Mentoring: Ability to lead, coach, mentor, and encourage direct reports with emotional intelligence.

Technical Proficiency: Fluency with the Microsoft Office Suite and the ability to understand and utilize digital software such as SharePoint.

Research Capabilities: Ability to provide timely research and produce outcomes as required.

Communication: Ability to provide timely, transparent records to the public, while maintaining effective communication internally with Council, senior leadership, and other staff.

Discretion: Handling sensitive, confidential, and legal materials with high integrity.

What We Offer:

- Competitive annual salary of $78,454-$98,873 annually (Pay level 6).
- Flexible work arrangements or a condensed work week.
- A comprehensive benefits package and defined benefit pension plan.
- A workplace that values equity, inclusion, and professional growth.

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

Deadline for submissions: 4:00PM on November 22, 2026

Please submit your resume and cover letter through our careers page:
https://careers.risepeople.com/municipality-of-the-county-of-annapolis/en

Applications will not be accepted via Social Media

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

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

We are committed to providing an inclusive and accessible workplace for all. Accommodations are available throughout the recruitment and selection process. If you require an accommodation at any stage of the process, please let us know through our email below.

employment@annapoliscounty.ca
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www.AnnapolisCounty.ca