



Job Posting – Corporate Clerk

The District of Ucluelet, situated on the edge of Vancouver Island's beautiful west coast, is offering a unique opportunity for a qualified candidate interested in fulfilling the role of Corporate Clerk for the District of Ucluelet. This is an exciting career opportunity in local government for an organized individual with a high level of attention to detail.

Reporting to the Manager of Corporate Services, the Corporate Clerk provides complex administrative and clerical support services of a confidential nature with a high level of accuracy under minimal supervision. The Corporate Clerk provides support to the Manager of Corporate Services, Chief Administrator Officer (CAO), Mayor and Council, and various committees. The Corporate Clerk attends all meetings as the recording secretary, including weekday evenings, and assists with human resources, internal/external communications and records management.

The District of Ucluelet offers a competitive benefits package and an incredible environment that offers a work-life balance in a stunning natural setting. The salary range for this exempt position is \$52,000 - \$55,000 per annum.

Preference will be granted to qualified candidates with a degree, preferably in public administration, or an equivalent combination of training and experience. The ideal candidate would have knowledge of municipal government legislation, parliamentary procedure and records management processes, as well as two years' experience working in a local government or legal setting. Experience transcribing minutes, drafting documents, and maintaining websites is an asset.

Further information, including a complete job description, can be obtained online at www.ucluelet.ca or by contacting the District Office at 250-726-7744.

Qualified applicants are encouraged to apply by **April 1, 2019 at 4:00 pm** by providing a cover letter, *indicating your available start date*, and detailed resume including references to:

Marlene Lagoa, Manager of Corporate Services
District of Ucluelet
P.O. Box 999, 200 Main Street Ucluelet, BC V0R 3A0
Email: mlagoa@ucluelet.ca
Telephone: 250-726-7744 ext. 228

The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.

Corporate Clerk - Job Description

Title

Corporate Clerk

Reports To

Manager of Corporate Services

Summary

Reporting to the Manager of Corporate Services, the Corporate Clerk provides complex administrative and clerical support services of a confidential nature with a high level of accuracy under minimal supervision. The Corporate Clerk provides support to the Manager of Corporate Services, Chief Administrator Officer (CAO), Mayor and Council, and various committees. The Corporate Clerk attends all meetings as the recording secretary, including weekday evenings, and assists with human resources, internal/external communications and records management.

Job Duties

- Assist in the preparation of documents, bylaws, resolutions, and reports for Council meetings in consultation with the Manager of Corporate Services.
- Compile materials for all open and closed Council and committee agendas.
- Prepare and distribute, after approval, notices, reports, agendas, minutes, resolutions, bylaws, etc.
- Perform research regarding legislation and on various topics of a local government nature.
- Proofread documents, provide editing where required.
- Schedule and fulfill the duties of recording secretary at all open and closed meetings of Council, Committee of the Whole, Board of Variance, Harbour Authority, and public hearings.
- Post video recordings online, prepare documents and correspondence resulting from Council meetings.
- Fulfill the duties of recording secretary at committee meetings of Council when required.
- Assist with the recruitment process for committee vacancies and appointments, including maintaining a list of Council bodies and appointment terms.
- Maintain records of Council minutes, resolutions, bylaws, and other important documents.
- Update bylaw database and schedules to bylaws as amendments occur.
- Assists with all aspects of records management and the safekeeping of the District's records.

- Assist with training of all staff regarding records management system - advise all staff on what is to be retained, for how long and how to separate records.
- Assist with the management of confidential data including financial, closed meeting, human resources and legal claim files.
- Assist in the discharge of duties under the *Freedom of Information and Protection of Privacy Act* including requests for access to records.
- Prepare and distribute notices and advertisements for vacant staff positions as required.
- Schedule and organize interviews, including assisting Managers with the preparation of interview materials.
- Provide administrative support for human resources and CUPE contract negotiations.
- Supervise and train casual/temporary employees.
- Assist in the development and maintenance of templates including request forms, agendas and minutes, public notices, news releases and reports, policies and bylaws.
- Assist with the preparation and distribution of public notices, news releases, advertising and other communications to the public.
- Assist with overall management of the municipal website including uploading documents, maintaining content, and liaising with service providers.
- Create and format advertising materials and web content using professional design software.
- Provide administrative support to the CAO and Manager of Corporate Services, including scheduling meetings, making travel arrangement, responding to routine correspondence, records management and other duties as assigned.
- Coordinate public meetings and other public events (Open Houses) including planning refreshments.
- Provides coverage for the Finance/Administrative Clerk and front counter when necessary.

Required Knowledge, Skills and Abilities

- Political astuteness with a knowledge of local government processes and practices, legislation, and parliamentary procedure.
- Ability to supply diversified information and assistance to the Chief Administrative Officer, elected officials, department heads, staff, and the public.
- Excellent customer service skills and ability to act with tact, authority and discretion in handling problems and complaints from the public.
- Ability to maintain confidentiality of all municipal and personal information.
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines.
- Effective interpersonal, written and oral communication skills.

- Strong knowledge of business English.
- Ability to perform administrative support work of a relatively complex nature with a high level of accuracy under minimal supervision.
- High degree of skill in recording and transcribing minutes.
- Accurately type a minimum of 50 w.p.m.
- Sound knowledge of records management principles.
- Knowledge of modern office practices and procedures with reference to clerical and secretarial operations.
- Intermediate knowledge of standard office applications and equipment, with emphasis on Microsoft Office Suite and Adobe applications.
- Working knowledge of website design, maintenance and social media.
- Local knowledge of the area is an asset.

Qualifications

- Post-secondary degree in a relevant discipline (preferably in public administration) OR an equivalent combination of training and experience.
- Minimum of two years working in local government or legal setting is preferred.
- Valid Class 5 B.C. Driver's Licence.
- Successful criminal record check.