



**Rothesay**

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## Now Hiring

**The town of Rothesay** is seeking a highly organized and detail-oriented professional to serve as **Municipal Clerk**. The Clerk is responsible for the effective administration of municipal legislative and corporate record-keeping functions in accordance with provincial legislation and municipal policies.

The Clerk plays a key role in supporting Mayor and Council, ensuring transparent governance, coordinating Council and Committee meetings and maintaining official records.

### **Key Responsibilities**

- Prepare agendas, minutes, and documentation for Council and Committee meetings.
- Maintain official municipal records, bylaws, and corporate documents.
- Manage public records requests and ensure proper records retention and accessibility.
- Coordinate bylaw preparation, amendments, and publication.
- Support transparency and public communication related to Council decisions and municipal governance.

### **Qualifications**

- Post-secondary education in public administration, political science, business administration, or a related field.
  - Certification in municipal administration or willingness to pursue professional municipal clerk certification.
  - Experience in municipal government or a public sector administrative environment is preferred.
  - Strong knowledge of legislative procedures, governance practices, and records management.
  - Excellent organizational, communication, and interpersonal skills.
  - High level of discretion and professionalism when handling confidential information.
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