

Town of Trinity
Employment Opportunity
Town Clerk/Manager

The Town of Trinity is seeking a motivated and career-minded individual for the position of Town Clerk/Manager. The Town is positioned on the Bonavista peninsula in the province of Newfoundland and Labrador. To learn more visit www.townoftrinity.com

The Town Clerk/Manager is the primary contact for Council, staff and the public in relation to municipal questions, concerns or issues. They are responsible for reporting to Council as required and for the designated responsibilities as outlined in the Towns and Local Service Districts Act. The individual shall provide leadership and sound advice to staff and Council and is ultimately responsible for the day-to-day operations of the Town.

The ideal candidate shall have a minimum of 3 years progressive managerial experience or significant experience in public administration with respect to operations, budgeting and finance, human resources, project management, and working within the provincial and municipal acts and regulations and have excellent written and oral communication skills. A combination of experience and education may also be considered.

Interested applicants shall send a cover letter and resume to counciltrinity@netscape.net no later than Thursday, February 17, 2025. The applicant will be notified of receipt of application. Only those selected for an interview will be contacted and at that time you will be requested to send three references. The Town of Trinity is an equal opportunity employer.

Hours – 37.5 hours per week between the hours of 8:00-4:00, Monday to Friday, and all other times as required. In addition to 37.5 hours weekly, the incumbent must attend all council meetings and committee meetings.

Salary - Compensation will be commensurate with education and experience.

Posted Date – February 3, 2025

Closing Date – February 17, 2025

Job Description

- Responsible for the overall administration and management of the Town on a day-to-day basis
- Prepare the annual budget and make recommendations concerning budget lines, revenues and expenditures, borrowing, investments or any other financial matters
- Prepare monthly financial reports
- Ensure the delivery of efficient and effective municipal programs and services in accordance with statutory requirements and guidelines, municipal bylaws and policies, and provide timely and well researched advice to Council

- Interpret and apply all provincial and municipal standards, legislation and regulations
- Provide key direction in strategic planning
- Provide a high level of public service
- Actively search and apply for grants and funding opportunities, in conjunction with Council
- Shall act as the returning officer and perform all required duties under the Elections Act for all municipal elections and/or by-elections
- Seek legal advice on behalf of the Town as required
- Represent the Town at any/all appeals in front of the Regional Appeals Board
- Follow specific directions given by Council and ensure all decisions are legal and follow professional ethics
- Attend all committee(s) of Council meetings, which may or may not take place out of regularly scheduled work hours
- The Town Clerk/Manager is the Coordinator of the Town's Emergency Plan
- The Town Clerk/Manager acts as "Head" under the provisions of the *Access to Information and Protection of Privacy Act*
- All other reasonable duties and responsibilities related to the position of Town Clerk/Manager as directed by Council to ensure the safe, efficient and overall effective operation of the Town on a day-to-day basis and all other duties and responsibilities related to this position as required by law.