



## **JOB POSTING**

**Position:** Manager of Administrative Support / Clerk

### **Summary of Responsibilities:**

Reporting to the Chief Administrative Officer (CAO) and a member of the Municipal Management Team, the Clerk is responsible for custody of the corporate seal and records management in accordance with Municipal Records Management Authority Standards for New Brunswick for the entire municipality including for the business of Council including minutes, by-laws, resolutions and other related governance documentation. The Clerk is responsible to perform all statutory duties as outlined in the *Local Governance Act* and responsible for coordinating all Council Meetings and ensuring meeting adheres to all procedural requirements.

### **Required Knowledge, Skills and Abilities:**

- Post Secondary degree or diploma in Business Administration, Public Administration, or a related discipline with 5 years of progressively responsible executive assistant experience preferably in local government, performing complex administrative work, with at least three years in a supervisory capacity.
- Commissioner of Oaths appointment in the Province of New Brunswick
- Experienced in researching and developing policies and By-Laws
- Be able to write detailed reports and properly document files
- Be able to maintain confidentiality on all matters pertaining to the organization
- Possess good public speaking skills
- Ability to establish and maintain effective working relationships and communications with Municipal Council, staff and the public.
- Knowledge of Parliamentary Procedures, including *Robert's Rules of Order* or similar

Applicants will be required to take an appropriate test to demonstrate their proficiency of the required qualifications and skills necessary to perform the required job duties.

**Job Description:** Attached

**Hours of work:** Monday to Friday, 8:30 a.m. to 4:30 p.m. Evening and weekends as required.

**Wage rate:** Manager Level 3 of the [Municipality of Tantramar's Salary Scale for Management](#)

### **Deadline for applications:**

February 20, 2026

Interested candidates are invited to submit a resume and cover letter to:

[careers@TantramarNB.com](mailto:careers@TantramarNB.com)

RE: Manager of Administrative Support / Clerk

We thank all applicants for their interest but only those candidates selected to proceed will be contacted.

Dated: February 4, 2026

### **VISION**

Uniquely connected: Live here, learn here, grow here.

### **MISSION**

Fostering a connected, creative community that thrives in harmony with nature, innovation and inclusivity.

### **VALUES**

Creativity, Sustainability, Leadership, Integrity, and Safety.



# **Manager of Administrative Support / Clerk**

## **Job Description**

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Department:	CAO's Office
Job Title:	Manager of Administrative Support / Clerk
Reports to:	Chief Administrative Officer
Effective Date:	February 4, 2026



# Manager of Administrative Support / Clerk

## 1. IDENTIFICATION

- |     |                   |   |
|-----|-------------------|---|
| 1.1 | Organization:     | Municipality of Tantrammar                |
| 1.2 | Department:       | CAO's Office                              |
| 1.3 | Job Title:        | Manager of Administrative Support / Clerk |
| 1.4 | Reporting to:     | Chief Administrative Officer (CAO)        |
| 1.5 | Date of Revision: | February 4, 2026                          |

## 2. GOALS OF THE POSITION :

Reporting to the CAO and a member of the Municipal Management Team, this position provides administrative support at an executive assistant level to the CAO and perform functions associated with the appointment of Clerk, a statutory position required under the *Local Governance Act*, as amended, with various duties and responsibilities under the Act and other acts and regulations ensuring public access to records and transparency of Council decisions.

## 3. TASKS AND RESPONSIBILITIES

### 3.1 Summary of Responsibilities

This position is in the CAO's Office and is responsible for the performance of specialized clerical and administrative functions required by CAO, Council and Directors (as assigned by the CAO). The Clerk is responsible for custody of the corporate seal and records management in accordance with Municipal Records Management Authority Standards for New Brunswick for the entire municipality including for the business of Council including minutes, by-laws, resolutions and other related governance documentation.

The Clerk is responsible to perform all statutory duties as outlined in the *Local Governance Act* and responsible for coordinating all Council Meetings and ensuring meeting adheres to all procedural requirements.

This position reports directly to the Chief Administrative Officer.

### 3.2 Tasks Profile

#### **CAO's Office**

- Regularly reports to the Chief Administrative Officer on the status of assigned projects
- Drafts routine correspondence for the CAO and/ or Council
- Executive level administrative support to the CAO
- Administrative support to Directors as assigned by the CAO
- Organizes and maintains the central filing system for all correspondence and files for the CAO
- Responds to requests and research information for the CAO, Council, Directors and the public.
- Schedules meetings and arranges travel schedules and accommodations for the CAO.
- Administrative support to the Senior Leadership Team (CAO & Directors): preparation and circulation of agendas, log of Council motions to act on and meeting follow up action items, etc.
- Administrative support for Management Team i.e. preparation and circulation of agendas and follow up action items, etc.
- Responsible for preparation and proper dissemination of correspondence for Council, the CAO and Directors
- Performs other special duties which may be assigned by the CAO or as directed by Council.
- Update Conflict of Interest/ other forms annually for elected officials and staff.
- Schedules appearances, invitations, calendars for elected officials while maintaining a central calendar for the CAO & elected officials.

#### **Municipal Council Meetings**

- Prepares Municipal Council Meeting Agenda and Notices
- Prepares Meeting Calendars
- Advises Council on meeting procedural matters, other by-laws/ legislation
- Keeps all Minutes and/ or notes of Municipal Council and other meetings as assigned by the CAO.
- Maintains minutes, documents, and records of Council and the originals of all by-laws, resolutions and executed contracts
- Communicates directives, resolutions, etc. from Municipal Council and Committee thereof to interested parties.
- Reviews and circulates Council materials and final reports as approved by the CAO once accuracy is checked by the Clerk.
- Responsible for pre/post Council Meeting practices and procedures.
- Prepares and presents resolutions, by-laws and reports for Council as directed or required, for Council meetings.
- Assists the public in matters dealing with the position of the Clerk.
- Acts as Commissioner of Oaths. Certifies true copies of municipal documents.

#### **By-law & Policy Development**

- Reviews, researches and develops all by-laws for Council consideration
- Responsible for creating an annual review schedule for municipal governance documents.
- Responsible for coordinating by-law/ policy/ procedure, etc. development across all departments
- Coordinates and maintains corporate policies and procedures, in conjunction with the respective department.
- Ensures policies and directives are reviewed by responsible departments on an ongoing basis



- Ensures current approved policies, by-laws, directives, and advertisements are maintained on the municipal website, in searchable format as applicable.
- Ensures any training as per policy is scheduled in accordance with the policy for the entire organization.

#### **Municipal Records Management Program**

- Serves as custodian of official municipal records and public/ private documents and provides assistance to municipal departments in the management of corporate records
- Plans and implements the maintenance and/ or expansion of the records management system in accordance with the *Municipal Records Management Authority of New Brunswick* Standards and the filing, safekeeping, and timely destruction of official municipal documents according to all federal, provincial and municipal legal requirements.
- Provides assistance to all staff for filing in accordance with standards
- Maintains current and past legislative history of Municipal Council actions and provides research and reference services to the Council, administration and members of the public
- Performs certification of records on file in the Clerk's Office; attests to signatures of officials, and seals documents requiring official signatures.

#### **Right to Information and Protection of Privacy (RTIPPA)**

- Receives all right to information requests
- Acts as the "Head" under RTIPPA legislation.
- Administers the statutory duties related to RTIPPA
- Communicates with relevant internal and external parties to respond to such requests
- Reviews and prepares responses once reviewed with the CAO to be sent to the applicant, along with required correspondence.
- Communicates with the Office of the Ombudsman regarding right to information and privacy complaints in consultation with the CAO.
- Coordinates education and training for elected officials and administration
- Ensures the Municipality meets its legal obligations under RTIPPA with respect to right to information requests and protection of personal information.

#### **Emergency Measures Organization (EMO)**

- Performs defined role in the Emergency Operations Centre and in accordance with the Emergency Response Plan.

#### **Council Orientation**

- Organizes municipal election information events
- Creates and implements ongoing schedule of council orientation
- Prepares and updates the Council Orientation Package as required for elected officials
- Organizes the Swearing-in Ceremony for elected officials

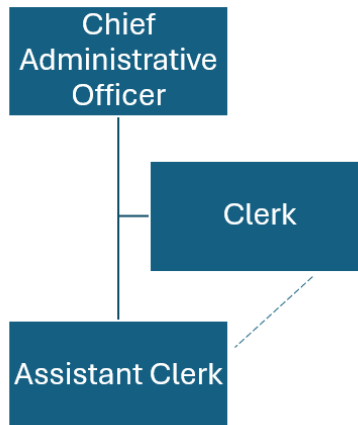
Responsible for custody of the Corporate Seal of Tantrammar and as a Statutory Officer, executes legally binding documents along with the Mayor on behalf of the Corporation. Certifies by signature and seal, copies of Council decisions, by-laws and other documents required for statutory, legal or court purposes.

Plans, organizes, manages and evaluates the work of the Assistant Clerk.

Other duties as assigned by the Chief Administrative Officer.

#### 4. LEVEL OF AUTHORITY

Reports to the Chief Administrative Officer.



#### 5. POSITION REQUIREMENTS

##### 5.1 Education/ Experience

- Post Secondary degree or diploma in Business Administration, Public Administration, or a related discipline with 5 years of progressively responsible executive assistant experience preferably in local government, performing complex administrative work, with at least three years in a supervisory capacity.
- Experience successfully managing and delivering service, preferably in an administrative capacity.
- Experience in policy and by-law research and development.
- An equivalent combination of education and experience may be considered.
- Commissioner of Oaths appointment in the Province of New Brunswick

##### 5.2 Related Knowledge and Skills

- Excellent written and verbal communication skills, with a high degree of professionalism
- Proficient in Microsoft Office
- Proficient with good records management practices particularly digital records management systems
- Good recordkeeping and administrative skills
- Knowledge of the principles and practices of public service and business administration
- Knowledge of Parliamentary Procedures, including *Robert's Rules of Order* or similar
- General knowledge of higher levels of government

##### 5.3 Abilities

- Ability to establish and maintain effective working relationships and communications with Municipal Council, staff and the public.



- Ability to express ideas effectively both verbally and in writing
- Ability to meet deadlines, demonstrate reliability, confidentiality, timeliness and accuracy.

#### 5.4 Working Conditions

- All employees must comply with the Municipality of Tantramar's adopted policies and directives.
- Normal office environment with extended periods of computer use
- Travel requirement is minimal
- Due to the confidential nature of many of the functions associated with this position, a high degree of discretion is required.
- Moderate physical demands and high mental and visual demands

#### 5.5 Personal Skills

- Ability to establish and maintain interpersonal relationships that promote communication and teamwork
- Ability to work well under extreme pressure and stress
- Ability to demonstrate character and positive attitude that reflect ethical and professional standards in the day-to-day behavior
- Ability to work collaboratively with members of the Municipal Management Team
- Possess strong organizational skill and be self motivated
- Be able to write detailed reports and properly document files
- Be able to maintain confidentiality on all matters pertaining to the organization
- Possess good public speaking skills

Successful candidates will be required to complete a background check prior to commencement of employment. A background check may include the following: education/certification verification, employment reference check, and Criminal Records Check and Driver's Abstract.

### 6. HOURS OF WORK

- Regular hours of work shall be thirty-five (35) paid hours per week, 8:30 am – 4:30 pm Monday to Friday.
- Must attend Council and Committee of the Whole meetings. Other meetings as required.
- Ability to work hours outside of normal working hours when need arises, from time to time on short notice.

### 7. APPROVAL OF THE POSITION DESCRIPTION

**Tantramar**

Approved by:

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Chief Administrative Officer

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Date