CORPORATE SERVICES DEPARTMENT – MUNICIPAL/TOWN CLERK

Term Position – 12 – 15 Months – Maternity Leave
TOWN of LUNENBURG, Nova Scotia

Located on Nova Scotia's South Shore, the Town of Lunenburg is a diverse and vibrant community of 2,300 + year- round residents with numerous seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities which support a quality of lifestyle and is within a short driving distance of Halifax and Stanfield International Airport. Lunenburg maintains a diverse balance of initiatives that focus on community, environment development, and providing quality municipal services to the community. Lunenburg Town Council and Staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg, a UNESCO World Heritage Site.

The Municipal/Town Clerk position will fulfill the statutory duties in accordance with the Municipal Act and other Acts and Regulations, oversee the preparation of Council and Committee agendas and the recording of resolutions and by-laws and/or activities held at Council meetings, maintenance of corporate records and is the Municipal Freedom of Information and Protection of Privacy Act coordinator.

KEY RESPONSIBILITIES:

Council Secretariat- Provincial logistical and procedural support, expert advice and guidance to Council and liaisons of Agencies and Boards, schedule council meetings and prepare meeting materials including agendas, correspondence and resolutions ensuring accuracy and integrity.
Records Management – Ensure the Town's Record Retention By-Law complies with all applicable legislation.
Municipal Freedom of Information and Protection of Privacy Act – Administer the Town's responsibilities under the legislation.
Directing administrative staff.
Corporate Policies and By-Laws – Draft corporate policies and by-laws and provide guidance on their interpretation and application.

EXPERIENCE, EDUCATION, SKILLS, AND ABILITIES:

- Diploma or degree in Political Science, Public Administration or Business Administration, Law or related field, or an equivalent combination of education and experience.
- Ten years of progressively responsible experience in a Municipal Clerk's Department.
- Demonstrated knowledge of local government structure and systems and relevant issues affecting local government.
- Ability to work as part of the management team to achieve broad corporate goals under the direction of the Chief Administrative Officer.
- Must possess the ability to preserve the integrity of confidential matters and act with tact and discretion as appropriate.
- Acts as a resource to Council, advising on Council procedures and the duties and responsibilities of Council members.

- Prepares and presents resolutions, by-laws, and reports to Council as directed, required to: Attend Council meetings.
- Assists the public with matters dealing with the position of the Clerk, Acts as Commissioner of Oaths. Certifies true copies of municipal documents.
- Ensures Town website information for Clerk's department is updated and current.
- Develops policies and procedures related to the responsibilities of the position and assists the Council and the CAO in developing Town policies and procedures.
- Excellent computer skills, including knowledge of agenda and minute preparation software, Microsoft office software, and other related software packages with a keen sense of uses/opportunities for technology in municipal environment.
- Excellent verbal and written communication skills to prepare repots, presentations to Council and provide policy advice.
- Excellent research, analysis, and policy development skills.
- Exceptional organizational, planning, time management skills, and the ability to balance diverse, changing, and conflicting priorities.
- Ability to demonstrate tact, discretion in handling matters of confidential or politically sensitive nature and to maintain confidentiality.
- Thorough working knowledge of municipal operations, Council secretariat functions, and rules of procedure for meetings etc.
- Performs such other duties as assigned by the Chief Administrative Officer or Council that are associated with the primary responsibilities of the position.

This is a Term Position with twenty-eight (28) hours to thirty-five (35) hours per week on site position, based at Town Hall. You will be required to have a Class 5 Drivers License with a clean abstract, and RCMP Vulnerable Sector check will be required.

We Offer: $75,500.00- $86,200.00 for this Term position based on experience and qualifications.

Closing Date: Friday, November 10, 2026 AT
Please send Cover Letter and Resume in confidence to:
Email: HR@townoflunenburg.ca
With Municipal/Town Clerk in the subject line.

All Candidates must be legally eligible to work in Canada.

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.

CHECK US OUT!
www.townoflunenburg.ca