

Harvey Rural Community Assistant Clerk

Job Type: Permanent Part-Time

Closing Date: March 7, 2023

Position Overview:

The Harvey Rural Community is currently accepting resumes for the position of Assistant Clerk. Under the supervision of the Chief Administrative Officer (CAO), the position is responsible for providing support to the CAO and Council with administrative and bookkeeping functions. This position will also assist the CAO in the preparation of Council meeting agendas, may attend the meetings and prepare the minutes. This position may also be recording secretary for Committees of Council meetings. The incumbent must be highly self-motivated, professional, and capable of managing their workload and prioritizing tasks.

Hours of work are flexible but expected to be 18-20 hours per week. However, hours will vary depending on Council and committee meeting times. Availability to attend meetings and events outside of normal working hours on a regular basis is required.

Key Responsibilities:

Reporting to the CAO, this position is responsible to undertake and deliver on the following responsibilities:

- Assist with the assembly of Council meeting agendas and documentation.
- Attend open and closed meetings, record proceedings and prepare Minutes
- Provide secretariat services for Council Standing Committee meetings including preparation of agendas and documentation and meeting minutes.
- Act as Clerk in the absence of the CAO
- Assist with the preparation of bi-annual utility bills and record payments
- Assist in the planning and/or execution of special community events as requested by the CAO
- Assist with the municipal website updates as well as social media.

Essential Qualifications:

The following skills and abilities are required:

- Excellent verbal and written communication skills
- The ability to prepare agendas and transcribe meeting minutes
- Strong organizational, time management and problem-solving skills
- Ability to handle private and sensitive material with confidentiality and discretion
- Ability to record meeting proceedings and prepare electronic agenda materials
- Ability to regularly work outside standard business hours to attend meetings
- Computer application proficiency including Microsoft applications.

Education:

- A diploma in Office Administration from an accredited educational institution or an equivalent program would be an asset.
- Experience using SAGE accounting software would be an asset

Salary:

Hourly rate depending on experience and qualifications.

How to Apply:

Please send your resume and detailed cover letter to admin@harveyruralcommunity.ca, indicating "Assistant Clerk" in the subject line.