

EMPLOYMENT OPPORTUNITY
Temporary, Part-Time, Town Clerk

The Town Council of Mount Moriah is presently accepting applications for the position of Temporary, Part-Time, Town Clerk. This is a Temporary Part-Time Position. Salary \$18.00 per hour. 35 hours biweekly.

Responsibilities:

The successful applicant will work directly with the current Town Clerk/Manager. Duties include but are not limited to: responsible for taxation, payroll, budgeting, attending council meetings, minute taking, supervision of summer student(s), working with general public & government agencies, accounts payable, composing letters & proposals, issuing permits, organizing Council events, maintenance of up-to-date files and finances, reporting to and advising Council on Town matters, and other related duties as required by Council.

Qualifications:

- An education in Office or Business Administration or an equivalent combination of education and experience.
- Strong computer skills.
- Possess strong written skills for composing letters and developing proposals.
- Possess strong interpersonal and communication skills in a highly visible and publicly accountable setting.
- Knowledge of or willingness to learn municipal governance and associated legislation to ensure policies, plans, regulations, directions & activities of the Town are informatively carried out by the Council.
- Experience in meeting procedures including minute-taking and agenda development.
- Ability to work individually and/or in a team setting as well as meet a demanding work environment.

Resumes, including cover letter, with complete details of qualifications and references, may be:

1. Emailed to mountmoriah@nl.rogers.com
2. Dropped off in person at Town Office at 64 Main Street, Mount Moriah.
3. Faxed to 709-785-5332.
4. By mail to P.O. Box 31, Mount Moriah, NL A0L 1J0.

Deadline for applications: Wednesday, July 19, 2023 @ 4:00 p.m.

The Town of Mount Moriah, thanks all applicants for their interest, however, only those selected for an interview will be contacted.