



## **Employment Opportunity**

### **Administration – Clerk 1**

Reporting to the Manager of Administration and Development, the RM of St. Clements is seeking candidates for the position of Administration – Clerk 1. The ideal candidate will be experienced in various administrative duties within a municipal environment with a solid aptitude for learning new software programs.

#### **Essential Job Functions:**

- Prepare Council meeting agendas on a daily basis as correspondence is received from CAO and Manager of Administration and Development
- Prepare council meeting resolutions
- Prepare council meeting minutes
- Maintain filing of council minutes and by-laws
- Provides support to Mayor and Council as directed by Manager of Administration and Development, i.e., Writes letters, update calendars, book conferences, hotel and travel accommodations
- Updates agenda manager with upcoming meetings and conferences
- Maintain electronic and Laserfiche filing system
- Order office supplies, including computer and printing supplies and maintain supply area
- Point of contact for photocopier and mailing machine maintenance
- Redirects incoming emails from general municipal email account
- Maintain office shared calendar
- Greets the visiting public in a pleasant and helpful manner
- Answers the phone using proper telephone etiquette
- Provide support to the Manager of Administration and Development
- Other duties assigned

#### **The successful candidates will have:**

- 2 years minimum customer service experience;
- A diploma or studies in business administration and/or equivalent;
- Certificate in Manitoba Municipal Administration (CMMA) or be willing to obtain this designation;
- Experience using MuniWare or other municipal software is highly desirable;
- Knowledge and understanding of municipal legislation, i.e., The Municipal Act, The Planning Act, Municipal By-laws;
- Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping;
- Knowledge of or experience using GIS mapping systems;
- Knowledge of modern business communication, including style and format of letters, minutes and reports.
- Strong interpersonal skills;
- Ability to handle and resolve recurring problems;
- Good time management and organizational skills with the ability to meet deadlines;
- Proficiency with Microsoft Excel and Word;
- Skill to type 50 words per minute.

An equivalent combination of education, experience, skills, knowledge and abilities may be considered.

The RM of St. Clements offers a starting wage range of \$20.33; this rate is subject to change based on the Union Collective Agreement of 2022. Also included is a comprehensive benefits and pension package.

Detailed resumes with cover letter should be sent via email to [heather@rmofstclements.com](mailto:heather@rmofstclements.com). Screening for this position will begin immediately, however the position will remain open until a suitable candidate is secured.

We thank all candidates for their interest, however, only those candidates selected for interviews will be contacted.