



TOWN OF GANDER
Policy and Legislative Clerk (Temporary Indefinite)
COMPETITION #2024-013

The Town of Gander is currently accepting applications for a Temporary Indefinite Policy and Legislative Clerk position within the Governance and Legislative Services Department.

POSITION IDENTIFICATION

As a supporting team member of the Town Clerk's office, the incumbent works closely with the departmental team to support the fulfillment of the regulatory and policy mandate of the Town of Gander.

MAJOR DUTIES & RESPONSIBILITIES

Participates as a team member in the fulfillment of the legislative responsibilities of the Department and Organization as outlined in the NL Municipalities Act and associated regulations; Assist departmental team members with meeting management including agenda preparation, minute taking, room preparation, action list follow up, etc.; Supports legal processes including but not limited to small claims court, appeal hearings; Conducts research and reviews of other jurisdictions and best practices for the purpose of drafting briefing notes and decisions papers; Performs administrative functions associated with legislative processes such as municipal orders, tax sales, and expropriation measures; Provides analysis, research, and consultation to assist in the drafting of policy, by-laws, regulations, and resolutions; Editing and proofreading documents including correspondence, reports, contracts, by-laws and regulations; Assist in the investigation of all claims of loss and damages and liaising with insurance companies on those matters when appropriate; Assisting other members with tasks and projects on a support basis including administrative duties and communication tasks; Assisting in the administration of the department responsibilities for records management and correspondence; Provide administrative support with documentation and agreements for the sale of residential and commercial land; Support the Town Clerk in fulfilling the requirements of the Access to Information and Privacy Protection Act request; Support the Town Clerk in administration of the Municipal Elections Act; Provide relief, backup, and support to other team functions as required; All other duties as assigned.

WORKING CONDITIONS

Will be required to attend evening meetings; Stressful and/or confrontational situations may occur; Travel may be required; Ability to attend and conduct presentations; Manual dexterity required to use desktop computer and peripherals; Overtime as required; Lifting or moving up to 50lbs may be required.

EDUCATION & TRAINING

Successful completion of a Diploma in public administration, business administration, or law supplemented with experience in a public legislative environment; equivalencies will be considered based on combination of education and experience; Progressive experience in municipal government would be considered an asset; Must have a valid Class 5 Newfoundland and Labrador driver's license; Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment; Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail; Skills to draft legal forms and performs research; Political astuteness, tactfulness, with knowledge of municipal government processes, parliamentary procedure, and municipal legislation; Strong organizational skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines; Effective interpersonal, management, and written and oral communication skills; Ability to work without supervision, self-motivated and able to work in a cross-cultural environment; Ability to manage contracts, projects, and maintenance requests. Ensure they are carried out in a timely professional manner; Demonstrates strong oral and written communication skills.

SALARY: Non-unionized position, 35 hours/week - \$29.95/hour

Interested and qualified applicants are invited to submit their **resume and cover letter** on or before
Friday, November 15, 2024 to the attention of:

Human Resources

Town of Gander

100 Elizabeth Drive

Gander, NL, A1V 1G7 Fax: 709-256-5809

Email: humanresources@gandercanada.com

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.