Village of New Maryland
Assistant Clerk

The Village of New Maryland is a growing community with many new and exciting projects taking place. We are currently in search of an **Assistant Clerk** to join our team and help support our Council and staff to meet the needs and expectations of our community.

Reporting to the Village's Chief Administrative Officer (CAO)/Clerk, the incumbent will be part of our team that is committed to public service and the delivery of services that make a difference in our community. Pursuant to the *Local Governance Act*, the Clerk's Office plays a pivotal role in facilitating, supporting, and clarifying the essential conversation between Council, Administration, and our residents. The Clerk's Office contributes to a well-run municipality by providing strategic oversight, direction and leadership in support of the delivery of open, accessible and fair government services.

The primary functions will be to assist the Clerk in providing governance and legislative guidance to Council, assist Council in procedure and protocol matters, and maintain records of Council and Council-In-Committee meetings. It will be the responsibility of the Assistant Clerk to help create an engaging, supportive and collaborative environment while ensuring compliance with Village policies, standard practices and legislation. A detailed job description can be found at www.vonm.ca.

The ideal candidate will possess a certification from the NACLAA (National Advanced Certificate in Local Authority Administration) Program or relevant post-secondary diploma and local governance experience. Bilingualism will also be considered an asset.

Interested candidates may apply in writing by submitting a detailed resume to:
Cynthia Geldart, CAO/Clerk
Village of New Maryland
584 New Maryland Highway
New Maryland, NB
E3C 1K1
or via email to: Cynthia.geldart@vonm.ca
Deadline for Applications: **Friday, 21 January 2022 @ 4:30 p.m.**

The Village thanks all applicants for their interest, however only those selected for an interview will be contacted.