



Village of Riverside-Albert
5823 King Street, Riverside-Albert
N.B. E4A 4B4

Phone: 882-3022

Fax: 882-3016

Employment Opportunity - Village Clerk

Village of Riverside-Albert, NB

Incorporated in 1966 and known as the Fundy Historic Village, Riverside-Albert enjoys the beauty of the Shepody River as well as the majestic hills of the Caledonia Protected Gorge. Our Village serves as the half-way mark between the famous tourist destinations of the Hopewell Rocks and Fundy National Park.

The Village of Riverside-Albert is seeking a full-time Village Clerk. The position is accountable to Riverside-Albert Village Council for the proper administration of the affairs and the day to day operations of the Village in accordance with the NB Local Governance Act, applicable legislation, by-laws, budget, policies, and resolutions adopted by Village Council.

Responsibilities of the role include:

- Financial management of the Village while incorporating the annual budget process;
- Attending all meetings of Village Council and record/prepare minutes of Council Meetings;
- Day to day management of the Village of Riverside-Albert assisted by the Public Works Supervisor, the Riverside-Albert Fire Department, and the Riverside-Albert Recreation Council;
- Direct Village Office administration in relation to garbage collection, police & fire protection, animal control, Recreation Centre & recreational services, sidewalks & streets, dangerous & unsightly premises, water & sewer systems, municipal zoning, as well as to ensure the successful operation of the Tourist Information Centre from approximately May to October each year;
- Emergency Measures Organization Coordinator for the Village of Riverside-Albert and primary liaison to the local detachment of the RCMP.

Requirements of the role include:

- A degree in Business Administration, Public Administration or equivalent field;
- Solid understanding of business functions such as fiscal planning, budgeting, human resources, as well as reporting on projects of operational, technical, and administrative matters;
- Excellent verbal and written communication skills;
- Proven ability to provide leadership and manage staff effectively;
- Computer skills and knowledge of software applications to include Sage 50 accounting, Microsoft Word, Microsoft Excel, as well as successful operation of social media platforms;
- Strong interpersonal skills with proven ability to deal with conflict and work with the public;
- Time management, organizational skills and ability to work within tight deadlines;
- Willingness to travel and attend upgrading courses and seminars;
- Keen motivator, listener, mentor, problem solver, team worker, with confidentiality to be considered uppermost and extremely important as outlined within the provincial Right to Information and Protection of Policy legislation;
- Call-outs on evenings and weekends are distinct possibilities. Residency within the Village of Riverside-Albert or local service districts of Harvey/Hopewell strongly preferred.

The description reflects general details considered necessary to describe the principal functions of the position, and shall not be construed as a full description of all requirements. Salary based on skills and experience.

Interested candidates are requested to apply to villra@nbnet.nb.ca on or before March 24, 2020. The Village of Riverside-Albert appreciates all candidates for their interest; however, only those selected for interviews will be contacted.