

Clerk/Treasurer Position: Village of Chester

Nestled in the heart of Nova Scotia's South Shore, with easy access to Lunenburg, Mahone Bay, and Bridgewater, the Village of Chester's 1500 residents enjoy access to some of the greatest natural views, beaches, festivals, museums, and events in the Province. Being only 45 minutes from downtown Halifax and an hour from the Stanfield International Airport allows for convenient access to the amenities of the city and the world.



As Clerk/Treasurer you are the senior leader supporting an elected Commission of five members, and also at the forefront of representing the Village. As the only full-time position in the Village government, the Clerk/Treasurer works in all areas of Village interests and the position is ideally suited to someone who has a broad interest in Municipal government including policy, finance, governance, communication, fire service, and operations.

Ideal Candidate:

Our preferred candidate is someone who respects the history and heritage of a small Village and sees great potential for the Village and its residents. We are seeking someone who is a proven leader, enjoys assisting others, and who can maintain focus on the big picture while also being able to address the daily issues that make small places such a personal experience for both residents and visitors.

The successful candidate must be able to work with the Village Commission to determine priorities, and also be able to maintain focus and self-manage their own time to achieve agreed upon objectives. The Village Commissioners are aware that it is unlikely any one candidate has all the required knowledge and experience to cover every part of the village's interests. They are seeking a leader who is willing to admit they don't have all the answers but will do their best to find solutions that work for residents of the Village now and into the future.

Your Role:

Maintain a positive and productive relationship with the Commission based on trust, commitment, and open communications

Support the Commissioners, Administrative Assistant, and community partners with strategic policy advice.

Prepare and distribute draft agenda and supporting documents for village commission meetings; conduct research, collate information and prepare reports; attend village commission and committee meetings

Maintain a positive working relationship with the Chester Volunteer Fire Department and the Municipality of the District of Chester as part of operationalizing the Fire Services Agreement

Administer village elections and act as the returning officer

Assist the Commissioners in the planning of the annual budget; review expenditures to ensure funds are in keeping with the budget; monitor budget; provide regular financial reports; research and apply for possible grants and other sources of funding for projects

Ensure general accounting activities are completed accurately and on a timely basis; develop, recommend and implement financial policies; implement financial procedures and controls; monitor village investments; prepare financial reports for regular meetings of the commission

Ensure the regular maintenance of village assets is conducted

Qualifications:

The Village is seeking a candidate with a minimum of five (5) years experience in a government position (preferably at the Municipal level), with experience in the development of policy and elected governance. Experience in preparing policy materials and presenting them is required, as is financial experience at a level that demonstrates an ability to read, understand, and make recommendations on budget issues.

An excellent communicator who can work diplomatically and patiently with internal and external partners is a must have for this position, as is the ability to understand, interpret, explain, and apply local, provincial, and federal laws and regulations.

Maintaining positive relationships with key partners such as other Municipal and Provincial colleagues, local business and non-profit leaders, and citizens is required, as is the ability to use MS Office products, including Excel. Experience with a financial management system is required, and Sage 50 or Simply Accounting experience in particular would be beneficial.

Candidates with experience in small municipal operations would do well in this position. Post-secondary education in public administration, business, or other relevant area of study would be a benefit.

The salary range is \$55,000 to \$70,000, to be negotiated commensurate with the experience, education, and knowledge of the candidate. The position includes medical benefits, vacation leave, sick leave, and the Village Commission is open to a discussion about working arrangements, including schedule and location of work. On site work is required, and in-person attendance at evening meetings is a requirement of the position, as is modest amounts of travel.

This is a permanent, full-time position that requires a valid driver's licence and access to a reliable vehicle. A criminal record check will be required from the successful candidate. References will be required and will focus on leadership and relationship skills.

Chester welcomes applicants that help us to support a diverse workforce and create an equitable and inclusive environment.

The position is available immediately, but a start date as late as January 2023 would be considered.

A full Job Description is available by contacting Jeff.Conrad@Villageofchesterns.ca or calling 902-275-4994. Applications can be made by sending your cover letter and resume as one document to the same email address. The position will remain posted until filled.