

Appendix G6-A
Sample Job Bulletin

Job Bulletin

Position: Community Administrative Officer

Salary Range: To be Specified

Closing Date: To be Specified

Qualifications:

You will possess Grade 12 or equivalent. Knowledge and or experience in municipal administration is an asset. You will have experience working with the public. You will have leadership skills and abilities, combined with management experience. You will be required to demonstrate effective communication skills, sound judgment, strong analytical skills, problem solving skills and the ability to work independently under pressure with competing demands. Applicants may be required to work some evenings as part of a regular day. **Successful applicants will be required to provide a satisfactory Criminal Record Check.**

Further information regarding this position can be obtained from:

Duties:

You will report to the Mayor, and using your ability to foster teamwork and empower staff, you will provide overall direction, supervision and leadership to the community staff of _____ persons. You will be responsible for all aspects of the day to day administration of the council office. You will record the minutes at all council meetings. You will be responsible for all aspects of managing the community finances according to direction from council, reporting monthly or at such other times as required by council. You will be expected to coordinate, liaison with government staff representing various federal and provincial departments.

Apply in writing to _____, Mayor _____

Community Council, address _____