Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/29

Municipal Clerk

Job ID	**B4-BE-FE-F4-54-FF**	
Web Address		
https://careers.indigenous.link/viewjob?jobname=B4-BE-FE-F4-54-FF		
Company	Ministry Of Municipal Affairs	
Location	Vancouver, British Columbia	
Date Posted	From: 2022-11-24	To: 2022-12-11
Job	Type: Full-time	Category: Public Administration
Job Salary	$49,464.27 - $55,838.67 annually	
Languages	English	

Description

Ministry of Municipal Affairs
Vancouver
An eligibility list may be established for future permanent and temporary opportunities.
Municipal Clerk
An excellent opportunity to provide high level administrative support
The Municipal Clerk performs the functions of a City Clerk/Director of Corporate Services in a local government setting and is responsible for managing the interface between residents and the Administration office. This position reports to the Manager, University Endowment Lands, and is expected to work both independently and in a team environment within the scope of the role assigned and must demonstrate initiative in applying procedures within established policies and guidelines. The Corporate Administrative Officer is given considerable latitude in exercising judgment and rendering decisions in a high-profile role.
The BC Public Service is committed to creating a diverse workplace to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.
For information about the Indigenous Applicant Advisory Service please visit: Indigenous Applicant Advisory Service - Province of British Columbia (gov.bc.ca)
Qualifications for this role include:
- Grade 12 and a Diploma in Local Government Management, or equivalent.
- Five (5) years of office/corporate administration experience including:
- Experience managing processes and procedures, agenda setting, and reporting on proceedings of local elected councils/committees/Boards of Directors.
- Experience advising elected representatives about meeting procedures (e.g., Roberts Rules of Order).
- Experience working with and advising local elected council/committees of council/Boards of Directors on practices and procedures.
- Confidential corporate administration experience.

- Customer service experience in a public setting, including telephone and in-person.
- Experience in Accounts Payable.

How to Apply

Click "Apply Now" For more information and to apply online by December 11, 2022,