



TOWN OF BAULINE

Employment Opportunity

Assistant Town Clerk

Bauline is a picturesque small town in Conception Bay located 15 minutes from the capital city of St. John's; minutes from Marine Park and part of the Killick Coast. With a beautiful newly constructed Town Hall and Community Centre (and playground), Bauline is an active community for residents of all ages. Bauline boasts a robust and engaged volunteer base and a strong active Harbour Authority. Council is committed to advancing Bauline's future in regional economic development, tourism, green energy, recreation, History & Heritage all while maintaining the small-town look and feel, with larger oversized building lots. Bauline is comprised of 170 households, 452 residents and has experienced progressive positive growth over the past several years. If you wish to be part of this dynamic environment, and have the applicable skills we would like to hear from you.

This position provides varied administrative support to the Town Clerk/Manager, Council and the Bauline Community Committee.

Duties include, but are not limited to:

- Provide administrative support to Council.
- Provide administrative and facility management support to the Bauline Community Committee.
- Assist with preparation of Council meetings, minutes, records.
- Maintain Simply Accounting Program.
- Records Management.
- Assist in preparation of Annual Budget.
- Work with various levels of government.
- Be familiar with various government Acts and Legislation.
- Assist with tax collection.
- Interact with residents and public members.
- Issue various permits and licenses.
- Update Town Website and Social media forums.
- Other relevant duties as required.

Qualifications:

- Post Secondary education in business administration or equivalent experience.
- Post secondary education in marketing considered an asset.
- Previous municipal administrative experience considered an asset.
- Proficiency in MS Office Suite considered an asset.
- Experience with Simply Accounting (Sage 50) considered an asset.

Please forward resume to the address/contact info below by **2:00 pm Friday 19 January 2018**. Thank you for your anticipated interest in this position.

Email your resume to: manager@townofbauline.ca