



## EMPLOYMENT OPPORTUNITY

### Town Clerk-Manager

At this time the Town Council of Rocky Harbour is accepting resumes for a full-time position of Town Clerk-Manager.

The scenic coastal town of Rocky Harbour is home to approximately 937 residents, 80 businesses, and is a paradise for outdoor lovers and those who value work-life balance. Rocky Harbour is located in the heart of Gros Morne National Park, a spectacular UNESCO World Heritage Site, and has access to a variety of amenities, including a K-12 school, hospital, dental office, pharmacy, grocery stores, restaurants, salons, an arena, softball field, seasonal swimming pool, hiking, cross-country ski trails, and ocean-based activities. It's the perfect place to live and grow.

**Employer:** Town of Rocky Harbour

#### Qualifications:

The ideal candidate should possess the following qualifications:

- A diploma in Business Administration from a recognized post secondary institution or a combination of education and experience;
- Strong bookkeeping and accounting skills, proficiency in Town Suite Accounting program/ other accounting program;
- Strong computer skills including the ability to do spreadsheets, word processing, etc.
- Possess strong written and oral communication skills;
- Knowledge/experience with the Municipalities Act, Municipal Assessment Act, Public Procurement Act and procedures, finance rules and regulations that are required;
- Experience in meeting procedures including minute taking and agenda development;
- Ability to work in an individual and/or team setting as well as a demanding work environment;
- Valid Drivers License

#### Summary of Tasks and Responsibilities:

- The successful applicant will be responsible for taxation, budgeting, council minutes, supervision of staff, working with the public, accounts receivable, accounts payable, payroll, and other related duties.

**Additional Requirements:** If selected for the position a Criminal Background check will be required, applicant must be bondable.

**Term:** A permanent full-time position.

- **Hours of Work:** Minimum of 40 hours per week; Flexible Schedule: After hours & weekends may be required.

**Remuneration:** Salary for this position is based on qualifications and experience.

**Benefits:** Health Insurance available, annual RRSP contributions.

**How to Apply:** Resumes and references can be emailed, mailed or dropped off at the Rocky Harbour Town Office at 73 Main Street North, Rocky Harbour, NL.

Email: [town.manager@rockyharbour.ca](mailto:town.manager@rockyharbour.ca)

By Mail: **Hiring Committee**

Town of Rocky Harbour  
P.O. Box 24  
Rocky Harbour, NL A0K 4N0

**Deadline for submission of resumes:** 4:00 pm on Tuesday, May 6<sup>th</sup>, 2025

*We thank all applicants who apply for this position, however, only those selected for an interview shall be contacted.*