

City of Meadow Lake

City Clerk
Full-time, Permanent



Duties: Reporting to the City Manager, the City Clerk is a position whose primary responsibilities are to fulfill the statutory duties of the Clerk as required in *The Cities Act* and other City Bylaws. The responsibilities of this position include but are not limited to:

- Preparing meeting agendas, minutes, correspondence and related documentation
- Preparing reports, bylaws, contracts and agreements
- Ensuring Council is advised of its legislative responsibilities
- Acting as the Returning Officer for Local Government Elections
- Administers all requests funneled through the *Local Authority Freedom of Information and Protection of Privacy Act*
- Responsible for the overall records classification and retention system of the City

Required Qualifications:

Education & Certifications

- High school diploma or equivalent
- Completion of post-secondary education in any capacity with preference given to those with a Certificate in Local Government Authority or equivalent

Experience

- A minimum 3 years in an administrative role at a senior level

Knowledge, Skills & Abilities

- Highly organized and a keen attention to detail
- Able to effectively prioritize tasks in a fast-paced, deadline-driven environment
- Enjoys assisting the public
- Effectively manages stress
- Able to maintain professional composure in stressful or emotional situations
- Able to work effectively with interruptions
- Maintains confidentiality
- Excellent interpersonal and communication skills
- Proficient in the use of computers with good working knowledge of Microsoft Office 365, Outlook and Teams and the ability to use a variety of software
- Has a solid understanding of various social media platforms
- Knowledge of relevant legislation pertaining to municipalities

Hours: Monday to Friday, 8:00AM to 5:00PM

Wage: Compensation is competitive and negotiable in keeping with experience, knowledge, and abilities. A comprehensive benefits package is provided.

Application Instructions:

Please submit your resume to the attention of Amanda Flasch, City Manager including what position you are applying for. Resumes can be submitted via email to hr@meadowlake.ca.

We thank all applicants for their interest, however, only candidates who are selected for an interview will be contacted.

Application Deadline: September 15, 2026