



## TOWN OF GANDER

### Governance Services Analyst

### Competition # TOG2025-009

The Town of Gander is currently accepting applications for a full-time permanent Governance Services Analyst for the Governance and Legislative Services Department.

#### POSITION IDENTIFICATION

To provide professional administrative and legislative support that ensures the effective operation of the Town Clerk's Office. Reporting to the Town Clerk, this role contributes to the coordination of governance, legislative, legal, and records-related processes, while ensuring compliance with statutory and regulatory requirements. The position requires strong organizational, research, and communication skills, with a demonstrated ability to handle confidential and sensitive information with discretion and professionalism.

#### DUTIES & RESPONSIBILITIES

Plays a key role in supporting the Town's governance and legislative functions by assisting in the drafting, formatting, and maintenance of bylaws, policies, resolutions, contracts, and other governance documents, ensuring accuracy, compliance with legislation, and alignment with municipal policies; Conducts legislative and jurisdictional research, supporting policy development, and assisting with legal and procedural matters such as municipal orders, tax sales, and expropriations; Responsible for administering governance records, ensuring proper retention of official documents, and supporting the use of electronic meeting and records systems; Assists with Access to Information and Protection of Privacy (ATIPP) requests, development agreements, land sales, and municipal elections; Provides support for Council and Committee operations, including scheduling, preparing and distributing agendas and supporting documentation, recording and finalizing minutes, and tracking action items; In the absence of the Town Clerk, the Analyst may be designated to assume specific Town Clerk responsibilities; Adaptable and accurate with the ability to manage multiple priorities while maintaining confidentiality and professionalism; Other duties and responsibilities, as required.

#### WORKING CONDITIONS

Manual dexterity is required to use desktop computer and peripherals; Overtime as required; Lifting or moving up to 20lbs may be required; Typically favourable in an office setting; Can be highly stressful.

#### EDUCATION & TRAINING

Diploma or degree in public administration, business administration, legal studies, or a related field; Relevant experience in an administrative, legislative, or legal support role; An equivalent combination of education and experience may be considered; Strong skills in writing, editing, research, and document preparation; Knowledge of municipal governance, legislative procedures, or public sector operations; Excellent organizational abilities and attention to detail; Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams); Ability to manage multiple priorities, work independently, and meet deadlines; A high level of professionalism, discretion, and judgment when handling confidential information; Experience with electronic meeting or records management systems is considered an asset; Applicants must hold a valid Class 5 Newfoundland and Labrador Driver's License; Ability to provide clear RCMP Criminal Record and Provincial Court Checks; The position requires the incumbent to be bondable.

**SALARY:** Non-unionized position – 35 hours/week - Salary To Be Determined

Interested and qualified applicants are invited to submit their **cover letter and resume** on or before  
Monday, September 1, 2025 to the attention of:

**Human Resources**  
Town of Gander  
100 Elizabeth Drive  
Gander, NL, A1V 1G7  
Email: [humanresources@gandercanada.com](mailto:humanresources@gandercanada.com)

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.