



TOWN OF GANDER
Town Clerk
Competition # TOG2026-001

The Town of Gander is currently accepting applications for a full-time permanent Town Clerk position.

POSITION IDENTIFICATION

Reporting to the Chief Administrative Officer, the Town Clerk provides advice and administrative support to the Mayor and Council. They are custodian of all municipal documents and are responsible for record management across the organization. The Town Clerk is a signing officer for the Municipality.

MAJOR DUTIES AND RESPONSIBILITIES

Have all the powers and shall exercise the duties of the Town Clerk as described in the Municipalities Act; Coordinate and oversee all elections and by-elections; Advise Council and senior management on matters of the Municipalities Act, the Urban and Rural Planning Act, and all other pertinent legislation; Co-ordinates Council and Committee of Council agendas and attachments for distribution to Council and record the official minutes of all Special, Privileged and Public meetings of Council; Coordinate communications and directives between the Committees of Council; Oversee the recording, adjudication, maintenance, filing and preservation of all minutes, records and documents, printed and electronic, of Council and the administrative body of the Town of Gander; Maintain current and past legislative history of Town Council actions and providing research and reference services to the public and Town staff; Direct, prepare and respond to correspondence on behalf of Council; Lead the development or amendment of policies and by laws specific to Council and the overall governance of the municipality; Prepare and sign contracts and documents; Foster and maintain working relationships with representatives of the provincial and federal governments including Municipal Affairs and Community Engagement Officials; Prepare, authorize and issue formal stop work and removal orders as directed by Council or as per Town policy; Swearing in elected officials and bylaw enforcement staff; All other duties as assigned.

EDUCATION AND TRAINING

Completed a four-year degree preferably in business, public administration or law; At least five (5) years of combined progressive experience in a related field and preferably in a municipal environment.

WORKING CONDITIONS

Extended periods sitting and using a computer; Normal work hours are daily Monday to Friday; The Incumbent may be expected to attend various meetings and functions outside of regular work hours without additional compensation.

OTHER

Proficiency in Microsoft Office 365; Must have valid Class 5 Newfoundland and Labrador driver's license; Clear certificates of conduct including an RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment; Have a thorough understanding of the Municipalities and the Urban and Rural Planning Acts, their interpretation and application; Have knowledge of municipal policies, rules, regulations, by-laws, and procedures; Have exceptional decision making/problem solving, conflict management, organizational, as well as oral and written communications/interpersonal skills; Be able to work effectively with elected officials, senior management and staff, as well as taxpayers; Have an excellent ability to multi-task; Be flexible, committed, and enthusiastic.

SALARY: Non-Unionized position, 35 hours/week - \$105,268 – \$120,630

Interested and qualified applicants are invited to submit their ***cover letter and resume*** on or before Friday, January 16, 2026, to the attention of:

Human Resources
Town of Gander
100 Elizabeth Drive
Gander, NL, A1V 1G7
Email: humanresources@gander.ca

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