

Appendix E

Sample Position Advertisements

Sample One: Community Administrative Officer

The Community Council of [Name] is seeking an individual that will bring strong leadership skills to this position. If you are looking to make an impact with a progressive, dynamic community, we are looking forward to hearing from you.

Key responsibilities of the position include:

- Direct the general administrative affairs of the community and perform all duties and responsibilities in accordance with The Northern Affairs Act.
- Recommend objectives, policies and programs to council and provide support and advice on new initiatives and fiscal matters.
- Direct the implementation and monitor the progress of policies and programs approved by council.
- Recruit and develop all community management and administration employees and develop a plan to attract and retain quality employees.
- Provide responsible financial planning and management.
- Develop positive relationships and maintain open communication with all stakeholders and constituencies of interest to the community.

Strong communication, analytical and leadership skills are just some of the requirements of the position. Ideally, you will possess technical skills and experience in organization oversight, human resource management and municipal administration. Candidates who have post-secondary education in a relevant discipline bring an educational advantage to the position.

The right candidate can expect a comprehensive salary of \$_____ based on full-time employment and benefits package.

Individuals interested in this position should email a resume and cover letter to Mayor [Name] of the community at [Email].

The selection committee intends to review applications as received and interviews as early as [Date], however, applications may continue to be accepted until the right candidate is found.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Sample Two: Assistant Community Administrative Officer

Job Opportunity

The _____ Community Council is accepting applications (available at the council office) for an assistant community administrative officer. This position reports to the community administrative officer (CAO), is responsible for the day to day running of the office and includes support activities associated to administrative functions.

Specific Duties: *[Note: The following points should come from the job description.]*

- serve the public, including but not limited to receiving complaints, responding to inquiries, accepting payments and issuing licenses
- assist CAO with preparation of the community budget, bylaws, project proposals and staff management
- support grant applications and complete final grant documentation with supporting evidence of completion
- provide the agenda for and attend all council meetings, arrange attendances, keep minutes and present financial statements and outstanding bills
- maintain all financial and correspondence records
- perform accounting functions such as accounts receivable, accounts payable, payroll, journal entries, bank reconciliation
- other related duties as assigned

The successful applicant should have Grade 12 education and previous accounting experience and/or an acceptable combination of education and related experience. Other qualifications would be knowledge of accounting software (Sage 50) and computers, strong organizational skills, effective written and oral communication skills, administrative procedures and willing to take any required courses.

The starting salary will be in the \$ _____ range, depending on qualifications. This a part-time position working 20 hours per week. Interested candidates should submit their cover letter and resume stating experience, education and references.

Please send your application to the council office prior to _____ 20 ____.

Attention:
Community Administrative Officer
Address
Contact Info

We thank all who apply and advise that only those selected for further consideration will be contacted.

Sample Three: Public Works Employee

Advertisement

The [Name] Community Council requires the services of a public works employee for the protection and operation of its community facilities under the direction of the community administrative officer.

[Note: The following two paragraphs should come from the job description.]

The public works employee will be responsible for:

- caretaking in all the buildings and small carpentry repairs as required
- solid waste pick-up and disposal at landfill or recycling locations
- operation and maintenance of the community solid waste site and recycling facilities
- operating various equipment as required to complete tasks
- performing physical labour related to the community's maintenance program such as, but not limited to, grass and brush cutting/trimming, sign maintenance, washing equipment and vehicles and general maintenance of the public works shop and yard

The successful applicant should have carpentry and mechanical skills and hold a valid Manitoba driver's licence.

The successful applicant must have Grade 12 education or equivalent and appropriate certifications. Underfills may be considered on condition of commitment to an approved training plan.

The starting salary for this position will be \$_____ per hour with a review annually. This a full-time position working 40 hours per week. Some overtime or call-in should be expected for weather events or other urgent matters.

The [Name] Community Council provides a benefit package, which includes a pension plan and life insurance.

Applications may be picked up at the [Name] Community Council office. Deadline for applications to be received at the council office is _____ 20__.

Council reserves the right to re-post for this position where no qualified applications are received.

Attention:
Community Administrative Officer
Address
Contact Info

We thank all who apply and advise that only those selected for further consideration will be contacted.

Sample Four: Community Safety Officer

Advertisement

Position Title: Community Safety Officer

Position Closing Date: _____

Community: _____

Supervisor: _____

Hours per Week: 40 hours

Wage Scale: \$18.93 to \$21.94

Summary:

We are currently looking for a trustworthy, responsible and hardworking individual to fill the role of community safety officer. This role will be responsible for delivering the communities crime prevention program; connecting people in need with appropriate social services; maintaining a public presence in the community; working with the RCMP to enhance public safety; and allowing the RCMP to focus their resources on their mandate.

We are looking for an individual who can demonstrate strong personal characteristics such as honesty, integrity and trustworthiness; be able to work as a member of a team and get along well with others, including those of different cultural, gender and nationalities; possess good interpersonal skills and demonstrate acceptable public relations skills in dealing with the public; be able to work alone with minimum supervision; demonstrate decision making skills and work well under pressure and strict time lines.

Qualifications: (documentation will be required to fulfill each qualification)

- 18 years of age or older and a Canadian citizen or a permanent resident
- valid Class 5 Manitoba driver's licence
- standard first aid/CPR certification
- meet the minimum physical, vision and hearing requirements and successful completion of a vision test
- medical note clearing individual to perform job duties
- criminal record check and child abuse registry check

Ability to Obtain:

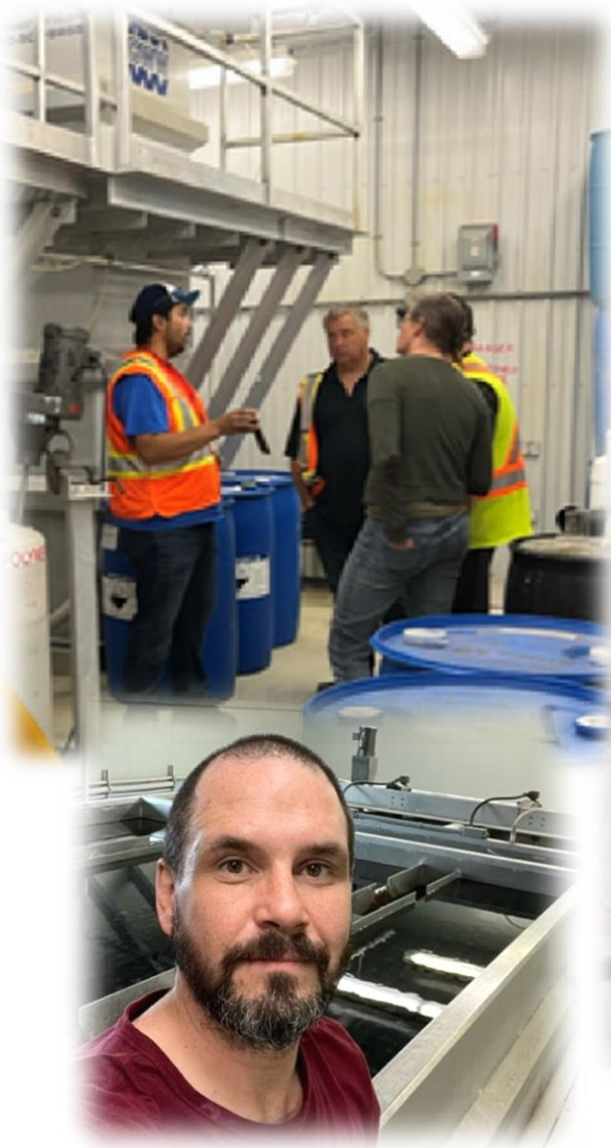
Upon conditional hire, the community safety officer will be required to attend a training program and upon successful completion have the ability to obtain baton and OC spray certification.

The competition will be comprised of a testing process, which includes but is not limited to: written test, physical test and security screening. Offers of employment will be conditional upon successful completion and passing of the established training program.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Training Opportunity!

Consider a Career as a Water Operator!



[Community Name] is looking
for a water operator.
Training provided. Must have
Grade 10, Grade 12 preferred.
Call *[Contact Name]* at
[Phone Number] for more
information.

Why I like being a water operator?

“Knowing I am contributing to the well-being of my family and community, and being a part of the solemn duty to protect this most essential resource. The work has great purpose.”

Community Water Operator

*Community
Logo*

Water Operator Position:

We are looking for operators! Positions report to the community administrative officer. Salaries range from \$17.15 to \$29.95 per hour depending on experience and certification.

Duties include such things as:

- Conducting daily checks and water quality tests as required by the Manitoba government and for proper system operation.
- Collecting water samples and arranging transportation to an accredited laboratory for analysis.
- Preparing chlorine solutions, adjusting chemical dosages, backwashing media filters or maintaining membrane filters.
- Responding to adverse water quality tests, equipment failures or other emergencies as needed, with remote support from Manitoba government staff.
- Reporting emergencies to the provincial Office of Drinking Water.
- Completing training as needed to get and stay certified.
- Maintaining records or logbook of work done, problems reported and how the problem was corrected.
- Maintaining the system in a clean, secure and orderly condition.
- Maintaining pumps and equipment.
- Trouble-shooting to address problems, in collaboration with Manitoba government staff, engineering consultants or equipment suppliers as needed.
- Notifying council in writing of any needed repairs.
- Providing support and oversight when repairs are conducted.
- Taking all reasonable steps and precautions to ensure a safe water supply for the community.

Send resumes to

[Contact

Information] at

[Email] or call

[Phone Number] for

more information.

