



Hiring a Town Clerk/Manager

The Town of Clarke's Beach is located on Route 70A in scenic Conception Bay approximately 14 km from the Trans-Canada Highway (TCH) and 80 km from St. John's, the capital city of Newfoundland.

The Town is located in a sheltered harbour and being physically bound by North River and South River, it is often referred to as "The Town Between Two Rivers". With a population of 1,400 (c. 2021), it is home to a number of well-known Newfoundland artists. Due to its scenic beauty, beaches, and hiking trails, this close-knit community offers a peaceful lifestyle with access to natural attractions and in recent years has become a favourite place for retirement. The Town has a well-kept Municipal Park with a small beach for outdoor swimming.

The Town was incorporated on August 24th, 1965, and offers a complete range of municipal services including Water & Sewer, Garbage Collection, Recreation, and Fire Protection.

Clarke's Beach is part of the larger Conception Bay North area, which is known for its rich history, medical and recreational facilities, and cultural heritage (Registered Heritage Structure - Winter Home). Clarke's Beach provides a quiet residential setting with essential amenities and services, making it an attractive place for those seeking a tranquil environment away from the hustle and bustle of larger cities.

The Town is home to Mountain View RV Park which is one of the oldest privately owned parks on the island. Founded in 2016, Clarke's Beach is also home to the first full distillery in the province - The Newfoundland Distillery Company.

Clarke's Beach is hiring a Town Clerk/Manager and is inviting anyone with a passion for local government and a desire to improve the lives of residents and encourage economic growth to apply. Reporting to Council, the Town Clerk/Manager is responsible to provide leadership for all day-to-day operations, prepare annual budgets, provide financial reports, manage employees, ensure the delivery of efficient and effective municipal programs and services, and provide timely and well researched advice to Council.

This is a fulltime position with competitive compensation commensurate with experience and qualifications and a competitive benefits package.

The Town Clerk/Manager will have minimum qualifications that includes a university degree or diploma in Business Administration, Public Administration or related academic education, together with a minimum of five (5) years progressive senior managerial experience. Experience

or knowledge in municipal administration, mechanical or heavy equipment operations, capital works and infrastructure would be an asset. Proven interpersonal, written and oral communication skills are required. The successful candidate must be willing to live within a thirty (30) minute commute of Clarke's Beach.

If you are interested in an opportunity to expand your professional career to new levels of achievement, please submit a covering letter outlining how you meet the qualifications for this position and why you want to work for the Town of Clarke's Beach, and a current resume containing at least two (2) professional references to dsgn61@gmail.com by 4:00 pm September 5, 2025.

We thank all applicants and advise only those considered for an interview will be contacted.