

TOWN CLERK

JOB SUMMARY

Contract type : permanent

Working pattern: full time

start date of advert: 19th August

Known deadline: 6th September at 12.00

Salary: LC3 (33-36)

Job Category: operational / managerial

Location: Caernarfon

Closing date: 6th September, 2019 at 12.00

FURTHER INFORMATION

The Council clerk is responsible for the day to day Services and facilities of the council. The successful candidate will have excellent managerial and leadership skills which allow them to work in partnership with the staff, councilors, external partners and the general public.

The successful candidate will have a general Understanding of Local government with an outstanding record in Administration, policy and communications. IT skills are essential and attendance at evening Council meetings is mandatory.

The successful candidate will have a certificate in "Local Council Administration (cilca) or willing to work towards the qualification within 12 months of starting the post.

The ability to communicate through the medium of Welsh on English will be essential.

For an information pack, application form, job description and personal details contact Katherine Owen, town Council clerk Caernarfon. 01286 672943, townclerk@caernarfontowncouncil.gov.wales

Closing date : 29 August 2019

An application form should be sent to Mrs Katherine Owen, Town Clerk at Caernarfon Town Council, Institute Building, Pavillion hill , Caernarfon LL55 1AS