



MUNICIPAL ADMINISTRATOR

The Rural Municipality of Milton No. 292, the Rural Municipality of Antelope Park No. 322 and the Village of Marengo is accepting applications for the position of Administrator. Position to begin **February 1st, 2024** unless other arrangements are made with the councils. This position is located in a joint office with the Administrator and three office staff providing administration for the three municipalities.

The municipalities are located in west central Saskatchewan and borders the Province of Alberta. The three municipalities have a combined population of 448 and the area has a significant oil and gas and agricultural presence. The communities offer a Post Office, Co-op store, Co-op Cardlock, outdoor skating rink, seasonal swimming pool and other amenities. Westcliffe Composite School located in Marengo educates students from Kindergarten to Grade 12. The Town of Kindersley is 30 minutes east on Highway 7.

The Administrator reports directly to the councils and is responsible for the operations of the municipalities in accordance with the policies and bylaws set by the councils and *The Municipalities Act*. The Administrator provides guidance and advice to Council regarding human resources, strategic planning, policies, bylaws and budgets.

Responsibilities include, but are not limited to, preparing and maintaining assessment and tax rolls, preparing utility billings and managing accounts receivable, knowledge of municipal election procedures and legislation, tax enforcement, completing monthly bank reconciliations and monthly reporting, preparing and adhering to annual budgets, management of staff and attending to the day to day operations of the municipalities.

The successful candidate is to possess the following qualifications:

- Proficiency in municipal accounting, municipal laws, human resources, payroll, asset management;
- Experience with MuniSoft Software, Microsoft Office programs;
- The ability to work in a team environment as well as independently;
- Excellent communication, organizational, management and human relations skills;
- Ability to effectively handle correspondence, both written and verbally;
- Discretion with matters pertaining to confidentiality;
- Ability to organize and prioritize work, and meet deadlines while maintaining a high degree of accuracy;
- Ability to interpret policies, bylaws, and legislation appropriately when responding to situations or requests;
- Strong computer skills and website management;
- Bondable.

A minimum Rural Class “C” certificate issued by the Rural Municipal Administrators’ Association is required.

A Standard certificate issued by the Urban Municipal Administrators Association of Saskatchewan or able to obtain is required.

Office hours are Monday, Wednesday, Thursday, and Friday 8:00 a.m. to 4:00 p.m. and Tuesdays 8:00 a.m. to 5:00 p.m.

The municipalities offer a defined benefit pension plan (MEPP), full benefits paid by the municipalities, and a salary that starts in accordance with the RMAA salary schedule. The salary for this position is adjusted due to the administration of three municipalities.

Please submit a cover letter, resume with three employment references, salary expectation, applicable certifications by **December 1st, 2023** to:

RM of Antelope Park No. 322. RM of Milton No. 292 and Village of Marengo
Box 70
Marengo, SK S0L 2K0
rm292.rm322@sasktel.net

The municipalities thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.