

Urban Administrator – Village of Muenster

The Village of Muenster is accepting applications for the position of Administrator to begin January 2019.

The Administrator will work 4 – 5 days/week as required. The successful candidate must possess, or be willing to obtain, an Urban Standard Certificate or higher in Local Government Administration.

The Administrator reports to Village Council and is responsible for the management of the municipality's affairs.

Duties include, but are not limited to:

- Chief advisor to Council overseeing all municipal operations, affairs and departments;
- Supervise the Office Assistant;
- Primary liaison to Village Foreman, engineer, lawyer and other professional supports, as well as to Saskatchewan Municipal Affairs Department;
- Attends Council and other meetings, preparing reports and planning projects;
- Is responsible for general management and direction for municipal accounting, budgeting and finance, including completing applications for appropriate grants, conducting elections;
- Formulation and processing of bylaws, policies and procedures ensuring compliance and implementation,
- Municipal taxation, and overseeing assessment records,
- Overseeing capital projects, tenders, and contracts,
- Maintaining positive public relations with residents, provincial government agencies and other municipal jurisdictions;
- Acting member of the Emergency Management Team and a SaskAlert Issuer.
- Ensuring legislative duties and directions from council are carried out in a confidential, accurate and timely manner, in accordance with municipal legislation, bylaws, policies and procedures.
- Ensures transparency and accountability of all municipal resources,
- Proven ability in the area of payroll/human resources.
- Strong leadership and excellent verbal and written communication skills and ability to deal effectively with the general public.

Familiarity in working in a computerized municipal office environment as well as with Munisoft municipal software programs will be an asset.

The Village of Muenster generally follows the UMAAS Salary Guideline, and salary is negotiable based on qualifications, education and experience. The Village offers an excellent Benefit Package and Pension Plan.

Interested applicants are encouraged to submit a cover letter and detailed resume, including three work related references and salary expectations, by December 15, 2018.

Village of Muenster, Box 98, Muenster, SK S0K 2Y0

Email to: muenster@sasktel.net

Fax: 1-306-682-4179

This posting will remain open until a suitable candidate is found.