

MUNICIPAL ADMINISTRATOR – POSITION

The RM of Longlaketon No. 219 and the Village of Earl Grey are currently seeking applications for an Administrator.

The municipal office is located in the Village of Earl Grey.

This position reports to Council and is responsible for providing overall administration of the RM and Village and ensuring the effective utilization of the financial and administrative resources. As the principal advisor to council, the Administrator is responsible for providing all relevant and necessary information to make informed decisions.

Guided by the Municipalities Act – Duties of Administrator, the work the Administrator does is broad and requires a willingness to perform a variety of tasks including:

- Bookkeeping and accounting – including financial statements and budgeting
- Preparation and processing of various billings and fillings – including GST returns, taxes and assessments
- Grant research and writing
- Bylaw writing and interpretation
- General record keeping/minute taking
- Preparation of various other reports and documents

The ideal candidate will possess:

- Local Government Administration Certification with RMA and UMAAS
- Proven administrative experience with knowledge of office management systems and procedures
- Proficiency in Microsoft Office applications
- Experience with Munisoft's Municipal Software is an asset
- Work well independently and within a team environment
- Excellent time management skills and the ability to multi-task and prioritize work
- Strong organization and planning skills
- Keen attention to detail and problem-solving skills
- Exhibit leadership and be community oriented
- Excellent written and verbal communication skills

Preference may be given to those applicants with 2 or more years' experience in municipal administration.

Qualified applicants are invited to submit a cover letter and detailed resume including references and salary expectations to the address indicated below by October 31st, 2025. A current criminal record check shall accompany the application.

For further information you may contact Pamela Holliday at 306-939-2144

RM of Longlaketon No. 219/Village of Earl Grey
PO Box 100
Earl Grey, SK
S0G 1J0
Email: rm219@sasktel.net