



Career Opportunity Temporary Administrator Position

The RM of Beaver River No. 622 is seeking a temporary Certified Municipal Administrator. The position will be an 18-month term (plus transition time) contract to cover a Maternity Leave.

The RM Office is located in Pierceland, SK and is open Monday – Friday 8 AM to 4:00 PM. Administrator hours may be adjustable. Virtual Administration may be considered.

The official start date will be negotiated with the successful candidate. Depending on the selected candidate's certification level and experience, training may begin mid-January 2025 (or later).

The Administrator reports directly to Council and works cooperatively with Council in all operations of the Municipality.

Qualifications:

- A certificate in Local Government Authority or equivalent;
- A minimum Rural Class "C" Certificate of qualification and be a current member of the RMAA;
- Experience in Municipal Administration such as budgeting, financial operations, assessment, taxation and general office management;
- Comprehension of accounting and administrative duties;
- Strong organizational skills;
- Strong written and verbal communication skills; and
- Experience with Munisoft computer software is considered an asset.

This position offers a competitive salary (dependant upon experience) and SARM Benefits. Successful candidate will be required to provide confirmation that he/she is bondable (Criminal Record Report).

Applicants are invited to submit a cover letter and detailed resume including qualifications, past and present work experience, three work related references, available start date and salary expectations by 4 PM on November 20, 2024, or until a suitable candidate is hired.

RM of Beaver River No. 622
Box 129, Pierceland SK, S0M 2K0
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The RM wishes to thank all applicants for their interest, however only those selected for an interview will be contacted. For further information you may call the Administrator Nicole Neufeld at 306-839-2060.