



R.M. of North Battleford No. 437

ASSISTANT

ADMINISTRATOR REQUIRED

The Assistant Administrator will work under the direction and provide support to the Administrator in all aspects of municipal administration including, but not limited to, record preparation, assessment and taxation, tax enforcement, financial operations, zoning and subdivisions, permit processing, policy and courses of action as determined by Council.

The ideal candidate will have a minimum Class "C" certificate of Qualification and experience with Munisoft computer programs. The R.M. of North Battleford No. 437 may consider an individual who is currently enrolled (or becomes enrolled within 6 months) in the Local Government Administration Program through the University of Regina. Consideration may also be given to those candidates that hold a certificate or diploma in a field relevant to Municipal Governance. The R.M. of North Battleford No. 437 offers a comprehensive benefits package.

The successful applicant shall demonstrate excellent communication, organizational, computer & clerical skills, enjoy working with the public in a professional manner and be bondable. Office Hours are 9:00 a.m. to 4:00 p.m. Monday to Friday.

Qualified applicants are invited to submit, in confidence, a detailed resume including education, experience, references and salary expectations no later than 4:00 p.m. September 17, 2021 to:

R.M. of North Battleford No. 437

Box 187

North Battleford, SK S9A 2Y1

Phone: 306-445-3604

Fax 306-445-3694

Email: rm437nicole@sasktel.net

The position will not be filled until a suitable candidate has been found.