

## ADMINISTRATOR POSITION

The Town of is seeking a full-time permanent Administrator. The Administrator reports directly to the Council and is responsible for the operations of the municipality in accordance with provincial legislation and the bylaws and policies set by the Council.

Eatonia is a progressive community located in southwest Saskatchewan with a population of approximately 498 people. The community has a variety of amenities such as a K-12 school, outdoor pool, arena, bank, grocery stores and much more.

Responsibilities include but are not limited to:

- Prepares and organizes all required materials for the monthly municipal meetings including agendas, minutes, resolutions and bylaws.
- Conducts bylaw and policy administration and development.
- Ensures that all policies and programs of the municipality are implemented, monitored, evaluated and communicated back to council, while providing exemplary customer service to the public.
- Engages in strategic planning and operational planning processes with the council including compiling the annual operating and capital budgets.
- Ensures complete records of the financial and administrative activities of the Board are maintained and accurate including monthly and annual financial statements.
- Conducts day-to-day accounting procedures including A/P, A/R, tax collections, payroll, reconciliations and investments while providing the council with regular financial reports.
- Administers the taxation process including property assessments, levying and tax collections.
- Liaison with other levels of government including adjacent municipalities and the Provincial Government.

Preference will be given to applicants who hold their Urban Standard C Certificate in Local Government Administration or in the process of completing the Local Government Administration courses in a timely manner.

The Town of Eatonia offers a comprehensive benefits package. Salary is dependent upon qualifications and experience. Interested candidates are invited to submit a cover letter, copy of certificate(s) and a resume. These must include education, experience, certification held, expected salary and current references.

Please forward your application package to:

Town of Eatonia

Box 237

Eatonia, SK

S0L 0Y0

Email – [eatonia@sasktel.net](mailto:eatonia@sasktel.net)

Applications will be accepted until the position is filled.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.