

The Rural Municipality of Usborne No. 310 is currently accepting applications for a qualified Administrator. This position is currently open with some flexibility regarding a start date.

The office is located in the Organized Hamlet of Guernsey; 12 km west of Lanigan and approximately 110km east of Saskatoon on Hwy 16. The municipality is home to Nutrien Lanigan Potash Mine, Canpotex Rail Car Facility, the Aspen Power Project and several aggregate companies.

Being supported by a full-time Administrative Assistant and working closely with an active council, the Administrator will be responsible for managing the constantly changing and increasingly complex operation of a thriving rural municipality, including an Organized Hamlet. The RM of Usborne has an excellent employee retention record and is offering an employee benefits package, municipal employees' pension plan, and competitive salary in accordance with qualifications and experience.

Applicants should possess the following qualifications:

- Rural Class "C" Certificate or higher in Local Government Administration
- Proficiency in municipal accounting, municipal law, human resources, payroll management, financial planning & asset management
- Experience with Munisoft, Microsoft Office and paperless meeting software.
- Strong communication & organizational skills
- Discretion with manners pertaining to confidentiality
- Bondable

Interested candidates are invited to submit a detailed resume including qualifications, past and present work experience, three work related references, and wage expectations.

If you require more information please contact the municipal office. Council wishes to thank all applicants. Only those selected for an interview will be contacted.

Rural Municipality of Usborne No. 310

Box 310

Lanigan, SK S0K 2M0

Ph: 306-365-2924

Fax: 306-365-2129

Email: rm310@sasktel.net