



Town of Blaine Lake

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EMPLOYMENT OPPORTUNITY

Administrator, Town of Blaine Lake

The Town of Blaine Lake invites applications from qualified persons for the position of Administrator.

This position is responsible to council for the overall administration, financial management and human resource management of the municipality.

Responsibilities and Duties:

- Assisting council in setting the direction of the Town by providing guidance and advice based on requirements of legislation, trend and best practices;
- Overseeing all Town of Blaine Lake operations;
- Overseeing the planning, directing and supervising of all Town employees;
- Monitoring and controlling spending within the program budgets established by Council;
- Preparing and maintain files and records in accordance with legislation;
- Developing, implementing and administering policies and bylaws of the Town;
- Ensuring the Town's bylaws, resolutions, regulations and legislations are executed and enforced;
- Educating and informing the public of Town bylaws, resolutions, regulations and policies;
- Prepare and organize the agendas for all municipal meeting;
- Prepare meeting minutes and attend all regular, special and council appointed meetings;
- Administer the property assessment and taxation process including the collection of taxes;
- Administer the utility roll and utility records including the collection of utility revenue.

Qualifications:

- Standard Municipal Administration Certification or a willingness to obtain.
- Excellent communication skills with the ability to communicate positively with council and members of the public.
- Experience and knowledge in Munisoft software, Microsoft Word and Excel programs.
- Strong communication, management, organizational and interpersonal skills.

The Town of Blaine Lake offers a competitive salary with a comprehensive benefits package. Salary will be determined based on qualifications and experience. A clear criminal record check will be required. Please send resume with references to above address or to: blainelake@sasktel.net

We thank all applicants for their interest in this position. However, only those candidates selected for interviews will be contacted.