



Town of Blaine Lake
Box 10, Blaine Lake, SK, S0J0J0
1-306-497-2531
Email: blainelake@sasktel.net

The Town of Blaine Lake is seeking a self-motivated, hands on, innovative person for the full-time position of Administrator. The successful candidate will report directly to Council and must provide recommendations and updated information to Council on a timely basis. Ensuring that policies, bylaws, directives, and staff management are carried out in a professional manner.

This successful candidate would possess excellent verbal and written communication skills along with a strong knowledge of municipal accounting and finances. Preference will be given to a candidate who is currently certified in Local Government Administration and should also be eligible for a membership with UMAAS.

The successful applicant is preferred to possess the following qualifications:

- Extensive knowledge in accounting and payroll policies and procedures
- Prior municipal experience and knowledge of the Munisoft computer system (software packages)
- Proficiency in use of Microsoft Office applications such as Excel and Word
- Grant preparation and submittal
- Works well independently and within a team environment
- Discretion with matters pertaining to confidentiality
- Ability to organize and prioritize workloads while also meeting strict deadlines and maintaining a high degree of accuracy
- Must interpret policies, bylaws and legislation appropriately when responding to certain situations or requests
- A criminal background check will be required
- Driver's abstract required

The Town of Blaine Lake offers Pension and Benefit Plans once a probationary period is completed . Please submit your resume and references to: alsorenson@live.ca

Mayor, Town of Blaine Lake, Saskatchewan