

## Accepting Applications for ADMINISTRATOR

### RURAL MUNICIPALITY OF GRAYSON No. 184

The Rural Municipality of Grayson No. 184 is currently accepting applications for an Administrator due to the retirement of Administrator.

Candidates seeking a rewarding career opportunity with a progressive and supportive Council are invited to submit their resume, to the Selection Committee.

The Rural Municipality of Grayson No. 184 has a population of 512, which includes four Organized Hamlets at Crooked Lake. The Municipal Office is located in the Village of Grayson, SK, approximately 38 km. from the City of Melville and 20 km from Crooked Lake. Working closely with the Reeve and Council, you will be responsible for managing the constantly changing and increasingly complex day-to-day affairs.

*Administrator applicants must have the following qualifications:*

- Rural Class "C" Certificate or higher Certificate in Local Government Administration (at least 3 years of experience preferred),
- Experience with R&M computer software, Simply Accounting Program,
- Strong communication, management, organizational, and personable skills,
- Agricultural, road infrastructure and residential development experience,
- Experience with strategic and financial planning and asset management.

Although Council would prefer a fully trained individual consideration may be given to a candidate willing to obtain the necessary certification under Administrator Intern position.

*Administrator Internship following qualifications:*

- As an Intern, you must be interested in a career in Municipal Administration. The candidate must have their Local Government Authority (LGA) Courses or be willing to work towards completing the Local Government Authority (LGA) Program through the University of Regina Credit Studies Division. The LGA Program and 1,500 hours of work experience would meet the certification requirements of the Rural Board of Examiners to become a Municipal Administrator.
- Strong communication, management, organizational, computer knowledge, and personable skills.
- A position is not necessarily guaranteed, but the R.M. of Grayson may offer ongoing employment with the eventual offer of the position of Municipal Administrator.

Interested candidates please submit a detailed resume including qualifications, past and present work experience, three (3) work-related references to [grayson184@sasktel.net](mailto:grayson184@sasktel.net) or by mail at Box 69, Grayson, Sask. S0A 1E0 by March 1, 2019.

