



## The Rural Municipality of Enterprise No. 142 Administrator Position – Maternity Leave

The R.M. of Enterprise No. 142 invites applications for a Certified Administrator for a one-year maternity leave or flexible by entertaining a part-time position.

The successful candidate may train for a few weeks with the current Administrator prior to the maternity leave, depending on experience. Therefore, potential start date would be July 15, 2024; however, this is flexible as the potential last working day for the Administrator will be August 9, 2024.

The R.M. has a population of 110 and the municipal office is located in Richmond, Saskatchewan. The office is open Monday to Friday from 9:00 a.m. to 4:00 p.m. Administrator hours may be adjustable as we have a part-time Assistant working in the office.

The Administrator reports directly to Council and works cooperatively with Council in all operations of the Municipality. The Administrator also works closely with the Foreman.

### The ideal candidate will possess:

- A Certificate in Local Government Authority or equivalent;
- A minimum Rural Class “C” Certificate of qualification or equivalent and be a current member of the RMAA;
- Experience with financial operations, budgeting, assessment, taxation, and general office management;
- Understand legislation and bylaws;
- Excellent organizational skills;
- Competent human resource management and knowledge;
- Strong written and verbal communication skills;
- Strong computer skills including experience with MuniSoft, PubWorks, Word, and Excell programs.

Candidates not specifically qualified are encouraged to apply if they feel they possess the required skills for the position. The R.M. offers competitive salaries and SARM benefits.

Applicants are invited to submit a cover letter and detailed resume including references, and salary expectations by **Friday, May 31, 2024 at 3:00 p.m.** to:

**R.M. of Enterprise No. 142**  
**Box 150, Richmond, SK S0N 2E0**  
**Phone: (306) 669-2000 or E-mail: rm142@sasktel.net**

*The R.M. wishes to thank all applicants for their interest, however only those selected for an interview will be contacted.  
For further information you may call the Administrator Raylene Checkley at 306-669-2000.*