

Resort Village of Glen Harbour seeks a part-time Administrator

The Resort Village of Glen Harbour is accepting applications for the part-time position of **Administrator**.

The Resort Village is a friendly community located 65 km northwest of Regina on highway 322 along Last Mountain Lake and has 207 properties. The Village is governed by an elected municipal council comprising of the Mayor and 4 Councillors.

Reporting to Council, the Administrator (who is the sole employee) is responsible for all operations of the Resort Village in accordance with the policies and bylaws established by Council, The Municipalities Act, and any other relevant legislation. You will provide timely recommendations and information within the legislative requirements to ensure the policies, bylaws and directives of the Council are carried out professionally, accurately and on time.

Key responsibilities include (but are not limited to) accurate completion and safekeeping of municipal records; competent management of municipal finances; advising Council and making recommendations regarding relevant municipal operations; management of annual assessment and taxation process; and other duties as assigned by Council.

The successful applicant must possess the following qualifications:

- Extensive knowledge of accounting principles and practices
- Strong experience working with Munisoft software, Microsoft word, Excel and Outlook
- The ability to work independently, to organize and prioritize work and meet strict deadlines while maintaining a high degree of accuracy
- Ability to interpret policies, bylaws and legislation when responding to situations or requests
- Discretion with matters pertaining to confidentiality
- Excellent communication and organizational skills
- Strong computer skills and website management.
- Be bondable

You will have strong communication, analytical, public relations, time management and organizational skills and be able to work under strict timelines. You must be able to work with minimal supervision as well as cooperatively with Council, contractors, rate-payers, and members of the public doing municipal business.

Hours will vary depending on season. You can expect approximately 8 hours per week during the months of November to the end of March and approximately 16 hours per week during April to end of October.

The incumbent will hold a minimum of an Urban Standard Certificate issued by the Urban Board of Examiners. Salary and benefits will be dependent on level of education and experience.

Interested applicants are invited to submit their resume with a cover letter, salary expectations, and three references by January 15, 2024 by email to: rvglenharbour@sasktel.net

All candidates are thanked for their interest in the position, only those who are selected for further consideration will be contacted.