

Employment Opportunity

Municipal Administration Consultant

The Opportunity

Are you looking for an opportunity to work with a dynamic team that provides support to the 24 northern incorporated municipalities? Northern Municipal Services, on behalf of the Northern Municipal Trust Account, is looking for two **Municipal Administration Consultant** positions to provide direct support to elected officials and administrative staff as they work to meet their obligations. These positions are based in La Ronge, but a remote work arrangement may be explored.

Advantages

- An opportunity to travel and work with northern communities.
- A competitive base salary.
- Training and professional development opportunities for personal growth and career development.
- Working with a knowledgeable, seasoned, and supportive team.

Responsibilities

Reporting to the Director of Northern Planning, Administration and Sustainability of Northern Municipal Services, the Municipal Administration Consultants will be responsible for:

- Supporting municipalities in complying with municipal legislative requirements.
- Identifying and reporting of skill and training opportunities that, once delivered, will enable administrators of northern municipalities to continue to build their individual capacities to manage their work.
- Developing the skills and application of processes and procedures to support municipal compliance with legislated requirements.
- Completing site visits to priority communities as needs arise.
- Attending gatherings and conferences to deliver training materials and prepare webinars and guides on administration and council topics.

Skill Set

- Ability to communicate clearly and effectively in person, one-on-one or in groups, and in writing via reports and email.
- Ability to analyze administrative and operational issues and problems.
- Knowledge of relevant legislation, as well as the ability to understand and apply relevant legislation.
- Understanding of the principles and practices of public administration.
- Ability to evaluate alternative solutions and develop appropriate conclusions, recommendations, and courses of action.

- Ability to travel to isolated communities across the Northern Saskatchewan Administration District. Travel may be by small aircraft or by vehicle on gravel roads.

Education and Certification

- 3 to 5 years' experience in a municipal office.
- Degree in a finance related field, such as Finance or Accounting; or
- Certificate or Advanced Certificate in Local Government Administration Program.

Other Requirements

- Must adhere to the District's Employee Code of Conduct.
- Class 5 driver's license.
- Criminal Record Check within the last 6 months.

Hours of Work & Compensation

- **Hours of work:** 32-40 hrs./week. Hours of work can be adjusted to suit the successful candidate.
 - usual work hours are Monday to Friday from 8 am to 5 pm with an hour lunch break
 - overtime may be required and/or working for extended hours.
- **Salary:** the starting salary for this position will be based on skills and experience.
- **Benefits:** a set wage supplement to cover self-directed health, dental, group life insurance and pension.
- **Travel:** approximately 25% of the time.

How to Apply

Please email a cover letter and resume, including references, by **May 19, 2023, 5:00 p.m.** to Dee Johns at dee.johns@gov.sk.ca. Please provide your salary expectations in your cover letter.