

ADMINISTRATOR POSITION

The RM of Viscount invites applications for the Administrator position. We are seeking a qualified individual to start as soon as possible to ensure a smooth transition and continuity of services.

The Administrator will be responsible to council for all operations of the RM in accordance with the policies established by Council and the Municipalities Act and Regulations. Applicants shall possess excellent communication, critical thinking, public relations, time management skills, and be able to work under strict timelines. This position requires a minimum Rural "C" Class certificate.

Viscount is a progressive community with a rural population of approximately 380 people. We are located 45 minutes east of Saskatoon on #16 highway. The RM office is located within the Village of Viscount, which has a population of approximately 280 people. The community offers a K-12 public school, a daycare, and a variety of recreational and social groups for all ages.

The RM offers a competitive salary based on the applicant's experience and qualifications and the RMAA suggested salary schedule. A full benefit package is also provided including extended health and dental benefits, short- and long-term disability, and participation in the Municipal Employees Pension Plan.

Interested candidates are invited to submit a cover letter and detailed resume at their earliest convenience to the RM office in Viscount at 215 Bangor Ave, or by email to rm341@sasktel.net. References will be required upon request for interview.

Council thanks all applicants for their interest, however, only those requested for an interview will be contacted.