

## **ASSISTANT ADMINISTRATOR REQUIRED**

The Assistant Administrator, under the direction of the Administrator, will provide support to the Administrator in all aspects of municipal administration including, but not limited to record preparation, assessment and taxation, tax enforcement, financial operations, zoning and subdivisions, permit processing, policy and courses of action as determined by Council.

The ideal candidate will have a minimum of a Class “C” certificate of Qualification and experience with Munisoft computer programs. The R.M. of North Battleford No. 437 may consider an individual who is currently enrolled (or becomes enrolled within 6 months) in the Local Government Administration Program through the University of Regina. The R.M. of North Battleford No. 437 offers a comprehensive benefits package.

The successful applicant shall demonstrate excellent communication, organizational, computer & clerical skills, enjoy working with the public in a professional manner and be bondable. Office Hours are 9:00 a.m. to 4:00 p.m. Monday to Friday but the position may start as part time or flexible days may be required.

Qualified applicants are invited to submit, in confidence, a detailed resume including education, experience, references and salary expectations no later than 4:00 p.m. October 9, 2018. The position will not be filled until a suitable candidate has been found.

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