



## **Administrator Position**

### **RM OF DUFFERIN & VILLAGE OF BETHUNE**

The RM of Dufferin 190 and Village of Bethune are currently accepting applications for a qualified Administrator.

The joint municipal office is located at the Village of Bethune that is approximately 50 km from Regina.

The Municipalities offer an excellent pension, benefits and salary package, which will be determined based on the candidate's education, experience and municipal policy.

Work in rural and urban municipal governments requires diplomacy and discretion along with strict adherence to legislation. We are looking for candidates who can demonstrate a high degree of integrity, excellent interpersonal skills, innovative problem solving and experience working with Boards and/or Councils.

Applicants should possess the following qualifications:

- Rural Class “C” Certificate or higher in Local Government Administration.
- Experience in municipal accounting, municipal law, Word, Excel and MuniSoft programs inclusive of Asset Management.
- Budgeting and Financial Reporting.
- Election procedures.
- Strong communication skills with Council, office and road maintenance staff.
- Strong organizational skills.
- Good public relations.
- Discretion with manners pertaining to confidentiality.
- Bondable



Interested candidates are encouraged to submit a detailed resume including qualifications, work experience, work related references as well as wage expectations to: [rm190@bethunesk.ca](mailto:rm190@bethunesk.ca).

This posting is open until September 25, 2024.

Council wishes to thank all applicants.

Please note, only those selected for an interview will be contacted.