



Town of Alameda

Box 36

Alameda, SK SOC OAO

Phone: 306-489-2077 Fax: 306-489-4602

townofalameda@sasktel.net

ADMINISTRATOR - TOWN OF ALAMEDA

The Town of Alameda invites applications for the full-time position of Administrator. The Town of Alameda has a population of 369 and is located east of Estevan with an economy driven by the energy sector and farming. Alameda has a K-9 school, excellent recreational facilities, and the nearby Alameda Dam.

POSITION SUMMARY:

- The Administrator reports directly to Council providing information, advice, and recommendations to Council.
- The Administrator is a motivational leader to ensure that Council's policies and directives are carried out.

REQUIREMENTS:

- Maintain a neat and professional office along with a personal professional appearance and conduct yourself in a manner that will enhance integrity, dignity and honour for the municipalities.
- Work well independently as well as within a team environment including supervision of others.
- Excellent time management skills and the ability to multitask, prioritize workload and adapt quickly in an emergency.
- Strong organization and planning skills.
- Critical thinking skills.
- Keen attention to detail and excellent problem-solving skills.
- Exhibit leadership and be community orientated.
- Excellent written and verbal communication skills.
- Has the ability to seek future development and growth for the community.
- Possesses the ability to communicate professionally, respectfully, knowledgeably, and tactfully.
- Effectively communicates and demonstrates the vision and values to all employees. The Administrator serves as a role model of these values and creates and builds a culture of trust and integrity throughout the organization.

- **Researching and applying for grants.**
- **Social Media Communication – Website, Facebook, etc.**

QUALIFICATIONS AND EXPERIENCES:

- **Standard Municipal Administration Certification or a willingness to obtain.**
- **Knowledge of taxation assessments and enforcement would be an asset.**
- **Experience and knowledge in Munisoft Municipal software, Microsoft Word and Excel programs will be considered an asset.**
- **Knowledge of payroll and ability to complete payroll requirements.**

COMPENSATION:

- **Salary competitive with the UMAAS Salary Guidelines, MEPP Pension Plan, and a Group Benefits plan through SUMA.**

Closing Date: When the job is filled.

Please Mail, Fax, Email, or drop off your resume complete with references and wage expectations.

We thank all applicants for applying, however, only those selected for an interview will be contacted.