



Town of Alameda  
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#### **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: Monday, August 16th, 2021, no later than 4:00 p.m.**

**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.**