

Regional Municipal Administration Support Officer

Employer: New North SANC Services Inc.

Job Title: Regional Municipal Administration Support Officer

Duration: Three Years (may be extended)

Start Date: Spring 2020

New North SANC Service Inc. is a non-profit organization with the key mandate of providing lobbying, advocacy and capacity building services to the municipalities of northern Saskatchewan. Based in La Ronge, Saskatchewan, New North has for more than 20 years engaged in a vast variety of initiatives to address the governance and administrative capacity of our member communities as well lobbied to improve the social and economic well-being of northern residents.

This Fall, New North is launching an initiative designed to provide additional supports to northern municipalities with the Regional Administrative Support program.

New North SANC Services Inc is seeking the services of a highly qualified, experienced and adventurous Municipal Administrator to join our growing team to head up the Regional Municipal Administration Support program.

The successful candidate will be based in a northern Saskatchewan community, and be expected to provide in-house support to municipal administrators in communities within a regional cluster.

The Roles and Responsibilities of the Regional Municipal Administration Support Officer will include, but are not limited to:

- Travelling to communities located in a cluster to work with municipal administrative staff to assist with day to day duties as required
- Providing locum and “back-filling” services to northern municipal administrative staff
- Assisting new administrators familiarize themselves with their new roles and to facilitate seamless transition in periods of staff turnover
- Working with municipal staff to achieve legislative compliance goals
- Providing guidance and assistance to elected officials when required

The Successful Candidate will have experience and a high level of competence in:

- Accounting and Bookkeeping
- Formulation and processing of bylaws
- Maintenance of the assessment records
- Municipal taxation procedures
- Budgeting and finance
- Election procedures

- Calling meetings and keeping minutes
- Safekeeping of all municipal records
- General office procedures
- Public relations

Key Requirements

- Possess a clear familiarity with the roles, job functions and requirements of northern municipal administration;
- Be familiar with municipal governance, the workings of a municipal council, and the respective roles and relationships of the council versus the administration;
- Have experience and expertise in the delivery of practical training and support in a one-to-one, hands-on setting;
- Have experience in working with and building relationships with a diverse mix of individuals with varying degrees of knowledge, skills, and capacity
- Demonstrated capacity to manage the logistics and travel requirements as needed to complete the site visits.
- Have a minimum of 10 years experience as a certified municipal administrator
- Be a member of UMAAS, or be eligible for membership
- Be willing to live in the north, and have a willingness to drive on northern roads

Key Personal Qualities of the Successful Candidate include:

- Diplomacy - the ability to deal pleasantly and tactfully with the general public.
- Conscientiousness - willingness to put the affairs of the municipality ahead of personal considerations.
- Integrity - the ability to inspire confidence and trust.
- Good judgement -the ability to make decisions and express opinions.

Core skills of the Norther Regional Support Administrator include:

- Technical Skills – knowledge of municipal administration, financial management and past experience working with municipal law. Depending on the municipality's needs, additional technical skills (e.g. knowledge of land-use planning), may be required.
- Communication Skills – ability to express themselves clearly in conversations and interactions with others; express themselves clearly in business writing; and plan and deliver oral and written communications that make an impact and persuade their intended audience.
- Analytical and Problem-Solving Skills – ability to tackle a problem by using a logical and systemic approach; anticipate the implications and consequences of situations and take appropriate action; and analyze the municipality's competitive position, including its strengths and weaknesses.

- Leadership Skills – ability to work co-operatively with others to produce innovative solutions; take the lead in setting new partnerships, policies or procedures; delegate responsibility and coach other municipal employees to develop their capabilities.
- Managing Change Skills – ability to demonstrate support for innovation and for organizational changes needed to improve the municipality's effectiveness; initiate, sponsor and implement organizational change; and help others to successfully manage organizational change.
- Goal-Oriented Skills – ability to focus on the desired result of their work.

New North will provide:

- A vehicle
- Assistance in finding accommodation
- A salary at the high end of UMAAS' salary range, subject to experience and qualifications
- A range of benefits through SUMA (cost-shared)

How to Apply:

Those interested are encouraged to contact Matt Heley, CEO of New North, for more information about this opportunity prior to submitting their application, at 306 425 5505; or matt.newnorth@sasktel.net.

Applicants may submit a resume along with a cover letter addressing the Key Competencies, to:

Matt Heley
New North SANC Services Inc.
Box 1018 La Ronge, SK, S0J 1L0

Or by email to: new.north@sasktel.net