



PO Box 38, 118 Main Street, Blaine Lake, SK, S0J 0J0  
Ph: (306) 497-2282; Fax: (306) 497-2423; Email: [rm434@sasktel.net](mailto:rm434@sasktel.net)  
Website: <https://rmofblainelake434.ca/>

**The RM of Blaine Lake #434 is currently accepting applications for the position of Chief Administrative Officer.**

The Rural Municipality of Blaine Lake is located centrally amongst three Saskatchewan city centres, namely Saskatoon, North Battleford and Prince Albert, with Highways 12 & 40 meeting at the centre of the RM. The geographical features of the land provide ample opportunity for agriculture, industry and tourism which has provided landowners and developers with a wonderful canvas for a variety of business and residential developments.

The RM has a permanent population of 291 (2016 Census) living in both the agriculture and residential subdivisions, scattered throughout our townships. The RM Office is located in the Town of Blaine Lake and the RM Shop is approximately ½ kilometer away.

The Administrator is responsible to Council; and, being the administrative head of the Municipality, will provide organizational leadership to municipal staff and be responsible for the overall operation of the RM in accordance with the objectives, plans, programs and policies approved by Council and in accordance with the various Provincial or Federal statutes and municipal bylaws. The Administrator ensures the effective utilization of the financial and administrative resources.

As the principle advisor to Council, the Administrator is responsible for providing to Council all relevant information necessary to make informed decisions, along with providing leadership for planning and executing a strategic vision that meets the current and future needs of the Municipality.

As the Administrator, you will have strong interpersonal and communication skills, including the ability to build trusted relationships with internal and external stakeholders. You will be a strong decision maker with high integrity and have authentic leadership skills, providing guidance and support for staff and community.

As the successful candidate, you will have demonstrated success as a senior leader in a progressive and dynamic municipal environment and/or equivalent experience in a large and complex multi-faceted organization. You will have spent five or more years in a senior position within a municipal environment. Recognized as a leader of change, adaption and collaboration in an organization supporting and servicing a wide variety of stakeholders; a positive track record working with elected officials, and the general public. You will have a thorough understanding of municipal operations, including: legislation, finance, budgeting, infrastructure, planning and development, business, administration, strategic planning, policy development and implementation, resource allocation, leadership, OH&S, LAFOIP, and, Asset Management.

As the successful candidate you will have:

- Rural "Class A" Certificate (preferred), or "Class C" certificate (required)
- Advanced Certificate in Local Government Authority (preferred), or Certificate in Local Government Authority (required)
- Minimum of 5 years' experience (required)
- Experience with MuniSoft software including the Tax Roll, Hail Roll, General Ledger, Accounts Payable, Accounts Receivable, Receipting and PubWorks
- Strong Communication, Management, Organizational and Interpersonal Skills

The RM of Blaine Lake offers a competitive salary with a comprehensive benefits package including extended health and dental benefits, short-term disability and long-term disability. Salary will be determined based on qualifications and experience.



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Candidates seeking a rewarding career opportunity with a progressive and supportive Council are invited to submit their detailed resume by June 4<sup>th</sup>, 2021, including related qualifications, past and present work experience to:

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*We thank all applicants for their interest, however only those being considered for the position will be contacted.*

**Work Setting**

- Local Government Administration

**Budgetary Responsibility**

- \$500,001 - \$2,000,000

**Competencies Required**

- Interpret and Apply Legislation
- Keep Accounting Records
- Secure and Manage Financial Resources
- Collect Revenues and Control Expenditures
- Work with Elected Officials
- Perform Office Functions
- Manage Human Resources (Planning, Leading, Organizing, Controlling)
- Dealing Appropriately with Public
- Motivation to Continue Professional Growth

**Business Equipment and Computer Applications**

- MS Windows, Excel, Word, Office, Outlook, Access, Publisher, Power Point
- MuniSoft Tax Roll, Hail Roll, General Ledger, Accounts Payable, Accounts Receivable, Receipting, PubWorks

**Work Conditions and Physical Capabilities**

- Fast-paced environment
- Work under pressure
- Attention to detail
- Large workload
- Tight deadlines

**Ability to Supervise**

- Working groups
- Committees
- Contractors
- 2-7 Staff in various areas of responsibility

**Work Location Information**

- Relocation costs not covered by employer

**Personal Suitability**

- Integrity
- Initiative
- Effective interpersonal skills
- Flexibility
- Accurate
- Team player
- Excellent written & oral communication
- Judgement
- Positive values and ethics
- Reliability
- Organized
- Strategic & Methodical
- Does not partake in gossip