

The Village of Kenaston is located on highway 11 at the junction of Highways #11 and #15. Kenaston is 45 minutes from Saskatoon via four lane highway. The village is serviced by a water treatment plant with a reverse osmosis/sand filter system, lagoon with plans for an expansion, full-service gas station, K-12 school, provincial DLC (Distance Learning Center), Co-op grocery/hardware store, library and other various businesses.

Other amenities include an arena with artificial ice, seasonal swimming pool, campground, and community hall.

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

Guided by the Municipalities Act, the work the CAO does is broad and requires a willingness to perform a variety of tasks including but not limited to:

- Bookkeeping and Accounting - including bank reconciliations, payroll, financial statements, and budget preparation;
- Preparation and processing of various billings and filings - including utility bills, GST returns, taxes, and assessments;
- Managing staff;
- Grant research and writing;
- Bylaw writing, interpretation, and enforcement;
- Attending Council meetings, preparing agendas and taking minutes;
- Preparation of various other reports and documents;
- Digital media communications - including website and Facebook.
- Proven administrative experience with knowledge of office management systems and procedures;
- Experience with R&M tax roll & utility systems and Sage 50 software is considered an asset;
- Excellent time management skills and the ability to multi-task and prioritize work;
- Strong organizational, interpersonal, and communication skills;
- Exhibit leadership and be community oriented;
- Discretion with matters pertaining to confidentiality;
- Ability to interpret policies, bylaws, and legislation appropriately when responding to situations and requests;
- Be bondable;

- Have a minimum Grade 12 education.
- Standard Certification in Local Government Administration or be willing to train to achieve this certificate.

Salary is based off of the UMAAS salary guideline along with qualifications and experience. The position also offers a benefits package and pension plan.

Applications will be accepted until the position is filled. Only selected applicants will be contacted.

Please submit your resume via email to [kenaston@sasktel.net](mailto:kenaston@sasktel.net)