OFFICE OF THE
ADMINISTRATOR
PH: (306) 252-2211

VILLAGE OF KENASTON



P.O. BOX 129
KENASTON, SASK. S0G 2N0
FAX: (306) 252-2248

NOW HIRING

Temporary Administrator

Village of Kenaston, Saskatchewan

The Village of Kenaston is seeking a motivated, organized, and community-minded individual to fill a **Temporary** Administrator position during a maternity leave.

This is an excellent opportunity for someone with municipal administration experience who enjoys working in a small-community environment and supporting local government operations. Located 45 minutes from Saskatoon along Highway 11, Kenaston offers a welcoming community with a K–12 school, local businesses, arena, swimming pool, campground, library, and other amenities.

Position Details

- **Schedule:** Tuesday to Friday
- **Location:** In person – Village Office, 700 4th Street, Kenaston, SK
- **Start Date:** February–March 2027 (exact date TBD)
- **Compensation:** Salary will reflect the successful candidate's qualifications and experience.

Position Overview

Reporting directly to Council, the Administrator serves as the principal administrative advisor and is responsible for ensuring Council has the information, guidance, and support necessary to make informed decisions.

The Administrator provides leadership and oversees the day-to-day administration of the municipality, helping ensure that municipal operations run efficiently while supporting the current and future needs of the community. Working within the framework of *The Municipalities Act*, this diverse role requires flexibility, initiative, sound judgment, and the ability to manage a wide range of municipal responsibilities.

Key Responsibilities

Responsibilities include, but are not limited to:

- **Financial Administration**: Bookkeeping and accounting duties, including bank reconciliations, payroll, financial statements, and annual budget preparation.
- **Taxation and Utility Administration:** Preparing and processing utility billings, GST returns, property taxes, and assessment-related filings.
- **Human Resources:** Managing and supporting municipal staff.
- **Grant Administration:** Researching funding opportunities and preparing grant applications.
- **Legislative and Regulatory Compliance:** Drafting, interpreting, and enforcing municipal bylaws, policies, and procedures.
- **Council Support**: Attending Council meetings, preparing agendas, recording minutes, and providing administrative support to Council.
- **Reporting and Documentation:** Preparing reports, correspondence, and other municipal documents as required.
- **Public Communications**: Maintaining digital communications, including the municipal website and Facebook page.

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Qualifications and Skills
The successful candidate will demonstrate:

- Must hold a Standard Certificate in Local Government Administration or be willing to obtain a Conditional Certificate in Local Government Administration.
- Proven administrative experience, with knowledge of office management systems and procedures.
- Experience with R&M tax roll and utility systems, as well as Sage 50 accounting software is considered an asset.
- Strong organizational, time-management, and multitasking skills, with the ability to prioritize competing demands.
- Excellent interpersonal, written, and verbal communication skills.
- Leadership abilities and a strong commitment to community involvement.
- The ability to exercise discretion and maintain confidentiality.
- The ability to interpret and apply municipal policies, bylaws, and applicable legislation appropriately.
- Must be bondable

How to Apply
Applications will be accepted until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Interested candidates are invited to submit a detailed resume, cover letter, and references for consideration to:

VILLAGE OF KENASTON
Box 129 Kenaston, SK S0G 2N0
Phone: (306) 252-2211
Email: kenaston@sasktel.net
Contact: Leah Evans