



VILLAGE OF PARADISE HILL

EMPLOYMENT OPPORTUNITY ADMINISTRATOR

The Village of Paradise Hill is inviting applications for a full-time Administrator due to a pending retirement. The Administrator reports directly to Council and is responsible for the effective implementation of all aspects of municipal operations. Ability to work with community non-profit organizations to facilitate the ongoing success of new and existing programs is essential.

QUALIFICATIONS

- A Standard Certificate in Local Government Administration (or equivalent) is preferred, or a willingness to take the Local Government Authority course and work with a mentor/advisor to obtain Standard Certification.
- Strong computer, communication, leadership, and organizational skills are essential.

EXPERIENCE & SKILLS

Preference may be given to applicants with:

- Accounting and Financial Management experience
- Knowledge and experience in Municipal Administration
- Experience with Munisoft and Microsoft Office.

COMPENSATION & BENEFITS

Remuneration is commensurate with experience, knowledge, and abilities. Group benefit package and pension plan are also provided.

ABOUT PARADISE HILL

Located in West Central Saskatchewan along Highway #3, within 45 minutes from Lloydminster. With a population of 471 residents. Offers a balance of small-town living, essential services, and year-round outdoor activities.

APPLICATION DEADLINE:

OCTOBER 15, 2026

SUBMIT RESUME & COVER LETTER TO:

paradisehill@sasktel.net

Village of Paradise Hill

PO Box 270, Paradise Hill, SK S0M 2G0

306-344-2206

A great place to live, work and grow!