

Administrator – Village of Buchanan

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Salary: As per UMAAS Guidelines

The Village of Buchanan is seeking an Administrator for 32-hour-per-week, or part-time as negotiated.

Reporting directly to Council, the Administrator is responsible for municipal administration, financial operations, statutory compliance, and the effective operation of the municipal office in accordance with *The Municipalities Act*.

Qualifications

- Standard C Certificate in Local Government Administration or willingness to obtain
 - Knowledge of Saskatchewan municipal legislation, bylaws, and administrative procedures
 - Experience with MuniSoft is an asset
 - Strong financial management, budgeting, and reporting skills
 - High level of attention to detail and accuracy in administrative and financial work
 - Demonstrated confidentiality and discretion in handling municipal records and sensitive information
 - Proficiency with Microsoft Office and general office systems
 - Strong written and verbal communication skills
 - Ability to work independently and manage competing priorities
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Primary Responsibilities

- Council administration: agendas, minutes, bylaws, policies, reports, and implementation of Council decisions
- Financial management: budgeting, taxation, utilities, accounts payable/receivable, payroll, bank reconciliations, audit preparation

- Legislative compliance: ensure compliance with *The Municipalities Act*, LAFOIP, and statutory requirements
 - Records management: maintain accurate and secure municipal records and filing systems
 - Public communication: respond to resident inquiries and liaise with agencies, contractors, and service providers
 - Office operations and administrative continuity
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Compensation

- Salary as per UMAAS salary guidelines, based on qualifications and experience
 - Professional development
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Application Process

Submit:

- Cover letter
- Résumé
- Three work-related references
- Proof of UMAAS certification (if applicable)

Village of Buchanan Council

Email: villageofbuchabancouncil@gmail.com

Mail: Attention: Village of Buchanan Council

Box 479, Buchanan, SK S0A 0J0

Council thanks all applicants, however only those selected for an interview will be contacted.