



ADMINISTRATOR

TOWN OF MAIDSTONE

The Town of Maidstone is looking for an Administrator to join our team! Maidstone is located 35 minutes from Lloydminster along Trans-Canada Highway 16, with a population of over 1,200 residents. Maidstone is a full service community offering a grocery store, restaurants, gas stations, banks, health complex, and a variety of medical professional services.

This community has recently achieved several long-term goals, including the construction of a new Lift Station, RO water plant, playgrounds, and walking path. We are looking for an Administrator to lead the Town into the next phase of community growth and engagement.

Position Summary

As the administrative head of the municipality, you will direct and coordinate the activities of the various departments of the Town to implement the policies, strategic plans, and levels of service as approved by Council. This multifaceted role encompasses a broad range of vital administrative, financial, and strategic responsibilities which must be managed in an effective and efficient manner.

Key Responsibilities

- *Human Resources:* Exercise careful stewardship of human resources by practicing effective and tactful communication with staff, stakeholders, and the general public.
- *Administrative:* Ensure compliance with provincial legislation, including all reporting requirements, facilitate meetings of Council, and direct or answer municipal correspondence as required.
- *Financial:* Prepare budget and levy estimates, provide financial oversight and analysis, participate in audit and financial statement preparation, and seek opportunities to improve fiscal performance.
- *Strategic:* Implement strategic plans, source funding opportunities to achieve community objectives, and recommend actions to manage changes in the economic, social, and regulatory environments.
- *Project Management:* Facilitate collaboration among staff and contractors through concept, design, and construction stages.
- *Policy Development:* Review, revise, and draft policies where necessary to align the practices of the municipality with its current expectations and objectives.
- *Emergency Management:* Play a role in emergency planning and response as necessary.
- *Other Duties:* Undertake additional tasks as assigned by Council to achieve the strategic priorities of the Town of Maidstone.

Qualifications:

- Management experience in municipal government or related field
- Post-secondary education in an area of competency required of the position is an asset
- Demonstrated proficiency managing a variety of responsibilities and deadlines
- Superior public relations, communication, and conflict-resolution skills
- Ability to lead, teach, develop positive working relationships and progressively handle new and diverse responsibilities
- Bondable and able to complete excellent work with minimal supervision
- Possess or be willing to obtain certification to practice municipal administration in Saskatchewan

Town Council appreciates the administrator's role and the importance of a relationship with that individual built on trust, respect, and transparency. The successful candidate will receive a competitive salary commensurate to their qualifications and experience, as well as attractive medical and pension benefits.

How to Apply:

Interested candidates are invited to submit a cover letter and resume to Mayor Brennan Becotte at brennanbecotte@gmail.com. Alternatively, you may drop off your cover letter and resume in person at the Town Office, located at 112 1st Ave. W. in Maidstone.

Applications will be accepted until the position is filled. Only shortlisted candidates will be contacted for interviews.

The Town of Maidstone thanks all applicants for their interest.