



Chief Administrative Officer

The District of Katepwa is seeking a full time permanent Chief Administrative Officer to commence May/June. This position is 40 hours per week and has office support of an Assistant Administrator. Responsibilities include but are not limited to duties as established by Council and those outlined under The Municipalities Act.

Candidates seeking a rewarding career opportunity with a progressive and supportive Council are invited to submit a detailed resume.

Salary based on the UMAAS salary schedule and negotiable based on qualifications, certifications, and experience.

For details, please contact Laurie Rudolph, CAO either by email: katepwaadministrator@sasktel.net or by phone: (306)332-6645

Minimum Qualifications:

- Standard UMAAS Certificate. Those willing to obtain may be considered.
- Minimum 2-5 years' experience in a municipality or equivalent
- Positive attitude, computer skills: Munisoft, Microsoft Office, Paymate, social media.
- Planning, organization, public relations, and communications skills
- Work independently and with a team
- Experience in Zoning and Development, The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP), Occupational Health & Safety, and Emergency Measures an asset

Full benefit package including pension package.

Resumes will be accepted until Monday, April 15, 2019.

Apply to the District of Katepwa: PO Box 250 Lebret, SK S0G 2Y0

E-mail: katepwaadministrator@sasktel.net

Please send to the attention of: Laurie Rudolph, CAO