

# Administrator

## Town of Colonsay, SK

### Candidate Profile

The Town of Colonsay Council, with the assistance of R. McCullough Management Consulting (rmconsult.ca), is seeking a dynamic and community-minded individual to be their next Administrator.

The successful candidate for the Administrator position will possess:

- Strong administrative, financial, and political acumen
- Demonstrated achievements in community engagement and community building.
- A proven track record in communication, leadership, and management.
- Education and experience aligned with the expectations of the position

#### **About Colonsay**

Colonsay is an energetic community located just 35 minutes east of Saskatoon along the Yellowhead Highway. Colonsay offers the best of both worlds—small-town warmth with easy access to city amenities. Colonsay is home to a diverse and welcoming population. With around 450 residents, we're a close-knit community where families enjoy access to a K-12 school, sports facilities, public library, and nearby childcare

Colonsay isn't just a place to work—it's a place to belong. Guiding principles for the Town Council include, but are not limited to openness, respect, tolerance, transparency, trust, understanding and community-building. We work hard to provide services to the community that increase quality of life by reconciling social, environmental, and financial accountability. We're excited to welcome an Administrator who shares these values and is ready to make a meaningful impact. To learn more about our town, visit [www.colonsay.ca](http://www.colonsay.ca)

#### **About the Administrator Position**

The Administrator reports directly to Council and is responsible for the day-to-day administrative operations of the Town, in accordance with Council policies, bylaws, and The Municipalities Act. The Administrator provides guidance and advice to Council regarding human resources, strategic planning, policies, bylaws and budgets, while working closely with the Infrastructure Team Lead in the collaborative leadership model established by Council.

**Key Responsibilities Include:**

- Preparing and maintaining assessment and tax rolls
- Preparing utility billings and managing accounts receivable
- Knowledge of municipal election procedures and legislation and tax enforcement
- Completing monthly bank reconciliations and financial reporting
- Tax enforcement
- Preparing and adhering to annual budgets
- Management of administrative staff

**Skills and Qualifications**

- Exceptional communication, management, organizational, and interpersonal skills to facilitate effective teamwork and relationship-building within the Community
- Ability to manage administrative staff, including assessing training needs, performing evaluations, and delegating and overseeing tasks and fostering a positive team environment
- Discreet and professional in handling confidential matters
- Proficiency in municipal accounting, municipal laws, human resources, payroll, and asset management
- Experience with MuniSoft Software and Microsoft Office
- Ability to effectively handle correspondence, both written and verbally
- Ability to organize and prioritize work, and meet deadlines while maintaining a high degree of accuracy
- Ability to interpret policies, bylaws, and legislation appropriately when responding to situations or requests
- Familiar with WHMIS, First Aid, and OH&S principles
- Equipped to handle complaints with professionalism and empathy (conflict resolution training is a plus)
- Strong computer skills and knowledge of website management are desirable
- Possess a certificate in Local Government Administration (LGA) or a transferable equivalent or exhibit a strong commitment to pursuing LGA certification
- A Standard Certificate issued by the Urban Municipal Administrators Association of Saskatchewan (UMAAS) Board of Examiners is required, and qualification to be a regular member of UMAAS is a statutory requirement. Council may consider candidates that are willing to pursue a Standard Certificate.

A criminal record check, including vulnerable sector check, will be required from the successful candidate and the Administrator is required to be bondable.

## **Compensation & How to Apply**

Compensation will be based on education and experience, aligned with UMAAS Salary Guidelines and a full benefits package is available.

To apply, please submit:

- A resume
- A cover letter explaining why this opportunity excites you and why you're the right fit
- Your salary expectations
- Three work-related references

### **Submissions may be emailed to:**

Ron McCullough – ron@rmconsult.ca

Donna McCullough – donna@rmconsult.ca

Or dropped off at the Town Office in Colonsay

For enquiries, feel free to contact:

Ron McCullough – 306-530-1985

The competition will remain open until a suitable candidate is selected and the Town of Colonsay thanks all applicants for their interest, however only those selected for an interview will be contacted.