

VILLAGE OF RICHMOUND

BOX 29

RICHMOUND, SK S0N 2E0

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Administrator, Village of Richmond

The Village of Richmond invites applications from qualified persons to fill the position of Administrator.

The Administrator will work 3 days per week. The office is open Monday – Wednesday, 9AM – 4PM.

The Village of Richmond is located in southwest Saskatchewan with a population of approximately 118 people.

The Administrator reports directly to Council and works cooperatively with Council in all operations of the Municipality.

Preference will be given to applicants who have obtained their Urban Standard Certificate in Local Government Administration or otherwise willing to complete the Local Government Administration courses (through the University of Regina).

Candidates should be able to demonstrate:

- Excellent oral and interpersonal communication skills.
- Excellent customer service skills.
- Excellent telephone manner.
- Ability to manage multiple tasks effectively and efficiently.
- Effective time management skills.
- Accuracy and proficiency in computer and keyboard skills (Excel, Word, Outlook, Internet).

Salary is dependent upon qualifications and experience. Interested candidates are invited to submit a cover letter, copy of certificate(s) and a resume. These must include education, experience, certification held, expected salary and current references.

Please forward your application package to:

Richmound.village@sasktel.net

Position to begin immediately. We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.