



Resort Village of Kivimaa – Moonlight Bay

Box 120, Livelong SK S0M 1J0 (306)845-3336
RVKMB.com rvkmb@myaccess.ca

Permanent Part Time Administrator Required

The Resort Village of Kivimaa – Moonlight Bay requires a permanent part time administrator. Hours of work are Monday, Tuesday and Wednesday 10:00 a.m. – 4:00 p.m. This position reports to Council and is responsible for providing the overall administration and financial management of the Village. As the principal advisor to Council the Administrator is responsible for providing all relevant and necessary information to make informed decisions.

Responsibilities:

Administration and Governance
Legislated Duties
Working with Elected Officials
Running Elections
Budgeting and Financial Reporting
Revenue and Expenditures
Managing Human Resources
Public Relations and Communications
Community, Land-use, and Infrastructure Planning
Taxation Procedures
Formulation and Processing of Bylaws
Economic Development

Qualifications:

Proven administrative experience with knowledge of office management systems and procedures;
Proficiency in Microsoft Office applications;
Experience with Munisoft software is considered an asset;
Works well independently and within a team environment;
Excellent time management skills and the ability to multi-task and prioritize work;
Strong organizational, interpersonal, and communication skills;
Discretion with matters pertaining to confidentiality;
Ability to interpret policies, bylaw, and legislation appropriately when responding to situations and requests;
A minimum Rural Class “C” or “A” Certificate.

This Municipal position offers a Benefit package and pension plan.

Qualified applicants are invited to submit a cover letter and resume including qualifications, experience, salary expectations and current work-related references by June 10th, 2022 to the Resort Village of

Kivimaa – Moonlight Bay, PO Box 120, Livelong SK S0M 1J0 or rvkmb@myaccess.ca. We thank all those who apply and advise that only those selected for further consideration will be contacted.

The Village recognizes that applicants may not have the qualifications required, and is prepared to train the individual hired.