



VILLAGE OF BUENA VISTA
1050 Grand Ave
Buena Vista, SK S2V 1A2
www.buenavista.ca
admin@buenavista.ca
306-729-4385

ASSISTANT ADMINISTRATIVE

The Assistant Administrator (ACAO) reports directly to the Chief Administrative Officer (CAO) and is responsible to assist with the administrative operation of the Village in accordance with the policies and bylaws set by Council and *The Municipalities Act*. The ACAO works closely with, and provides support to the CAO.

Responsibilities include, but are not limited to, preparing and maintaining assessment and tax rolls, preparing utility billings and managing accounts receivable, building & development applications, knowledge of municipal election procedures and legislation, tax enforcement, assistance with preparation, implementation and monitoring of annual budgets and filling in for the CAO in their absence.

As a key player on our team, you will have the following qualifications:

- Exceptional communication, management, organizational, and interpersonal skills to facilitate effective teamwork and relationship-building within the community;
- Ability to maintain the highest level of confidentiality;
- Experience with MuniSoft Software and Microsoft Office programs;
- 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;
- Clear understanding of all municipal operations and devotion to public service;
- Ability to interpret policies, bylaws, and legislation appropriately when responding to situations or requests;
- Ability to deal with concerns and issues in a professional and courteous manner;
- Possess a certificate in Local Government Administration (LGA) or exhibit a strong commitment to pursuing LGA certification;
- Consideration may be given to equivalencies in education and experience.

A criminal record check, including vulnerable sector check, will be required from the successful candidate.

Compensation, with a full benefits package available, and will be commensurate with education and experience.

Please submit a resume with cover letter explaining why this opportunity interests you and why you believe that you are the right person for our team. We also ask that you submit your salary expectations and three (3) work-related references.

**Submissions may be made by email to cao@buenavista.ca
or dropped off at the Village Office.**

The Village of Buena Vista thanks all applicants for their interest, however only those selected for an interview will be contacted.

The position will remain open until a suitable candidate is selected.