

**Town of Gravelbourg  
July 30, 2020 - Special Meeting - 06:00 PM**

- 1 Meeting Called To Order**
- 2 Appointment of a Recording Secretary**
- 3 Adoption of Agenda**
- 4 New and Other Business**
  - 4.1 Hire Interim CAO
  - 4.2 Adverstisement for CAO Position
    - 📎 Adverstisement for CAO Position 1
    - 📎 Adverstisement for CAO Position 2
  - 4.3 Adverstisement for Assistant Administrator Position
    - 📎 Adverstisement for Assistant Administrator Position 1
    - 📎 Adverstisement for Assistant Administrator Position 2
    - 📎 Adverstisement for Assistant Administrator Position 3
- 5 Committee of the Whole, Closed Session**
- 6 Reconvene to Council**
- 7 Adjournment**

## Chief Administrative Officer, Town of Gravelbourg

The Town of Gravelbourg is a vibrant community located in Southern Saskatchewan and is home to 1,083 residents. Our town is known for its rich heritage that translates in the many heritage buildings around town, most notably our National Historic Tri-complex, the Co-Cathedral, the historic Bishop Residence and the Convent of Jesus and Mary.

Over the years, immigrants from over 20 nationalities have made Gravelbourg their home and make our town a multicultural hub, contributing to our rich culture and our business community, which consists of over 100 small businesses.

Gravelbourg offers a unique quality of life with its modern recreational facilities, excellent educational services and all the amenities you may expect of a larger urban center.

### **Position:**

Under the direction of Council, the Chief Administrative Officer is responsible for the administration of the municipality in accordance with *The Municipal Act* and related statutes, provincial regulations, and by-laws, policies and procedures as established by Council.

### **Position Responsibilities:**

- Accurate and confidential record keeping.
- Taking and preparation of minutes
- Compliance with Privacy Legislation Requirements
- Maintain, develop and implement By-laws and contracts/agreements as required by Council
- Provide advice to Council on policies, programs, capital projects, new initiatives.
- Strategic and Financial Planning
- Provide leadership and direction to staff.
- Develop strong relationships with Council members and members of the community.
- Ability to communicate in French an asset but not a requirement.

### **Qualifications:**

- Minimum Standard Certificate in Local Government Authority with 3 – 5 years of experience as a Chief Administrative Officer.
- Excellent communication skills with the ability to communicate positively with members of council and the public.
- Strong decision-making skills.

The Town of Gravelbourg offers a comprehensive benefit package. Salary will be dependent on qualifications and experience. We thank all applicants for their interest in this position; however only those candidates selected for interviews will be contacted.

**Position will be filled once a suitable candidate is retained but would request resumes be received by March 30<sup>th</sup>, 2020.**

Qualified candidates are requested to submit a detailed resume and cover letter, with references to:

Gravelbourg Town Council "Confidential"

Box 359

Gravelbourg SK S0H 1X0

Fax: 306-648-3400

Email: [mayor.robertbowler@gravelbourg.ca](mailto:mayor.robertbowler@gravelbourg.ca)

The Town of Lafleche is seeking applicants for the position of Chief Administrative Officer.

The CAO oversees the Office Assistant, works cooperatively with the Town Foreman and provides support to the Mayor and Council.

The successful candidate must possess superior verbal and written communication skills; have a strong knowledge in municipal accounting and finance; exhibits leadership and is community oriented.

Preference will be given to those applicants that have their certificate in Local Government, already possessing an Urban Standard Certificate, or are willing to take the necessary classes to obtain their certification. Training may be available to those with limited municipal experience. Experience and knowledge of Munisoft municipal software will be considered an asset.

The applicant may wish to reside within the community or within commuting distance.

Please submit a cover letter with resume to the municipal office. (Only those applicants considered for the position will be contacted for an interview.) The position will be advertised until filled.

Send resume to:

Town of Lafleche  
35-2<sup>nd</sup> Ave E, PO Box 250  
Lafleche, SK S0H 2K0  
[town.of.lafleche@sasktel.net](mailto:town.of.lafleche@sasktel.net)

For further information on what the job all entails, please contact the municipal office at 306-472-5292.

The Town of Lafleche is situated in southern Saskatchewan and is a thriving community of approximately 400 residents, plus a surrounding area of about 350 people. Lafleche is just south of the popular summer destination of Thomson Lake Regional Park. Lafleche provides all basic amenities including grocery, fuel, banking, restaurants, pharmacy, and offers K-12 education, licensed daycare facility, health care services, protective services and many social, recreational and cultural opportunities!

## **Town of Shaunavon Job Description**

**Position:** Assistant Administrator  
**Supervisor:** Chief Administrative Officer – Town of Shaunavon  
**Reports to:** Chief Administrative Officer – Town of Shaunavon

### ***Purpose***

Under the general direction of the Chief Administrative Officer, the Assistant Administrator is responsible for the efficient and effective operation of a wide range of complex municipal accounting duties in the analysis, preparation and maintenance of financial records and reports; makes complex and difficult accounting analyses and reports; and performs related duties as assigned. The Assistant Administrator must exercise tact and discretion in dealing with municipal staff, other agencies and the public. The position, from time to time, deals with sensitive and confidential information on a continuous basis and is required to maintain a high degree of confidentiality and discretion.

### ***Scope***

The Assistant Administrator is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Assistant Administrator must comply with *The Municipalities Act*, Generally Accepted Accounting Principles and municipal bylaws, policies and procedures.

### ***Job Duties***

1. Perform the day to day processing of financial transactions to ensure that municipal and committee finances are maintained in an effective, up to date and accurate manner.

#### Essential Functions:

- Coordinates all financial management, control, reporting, systems and purchasing functions of the Town as assigned and develops, recommends and implements approved policies, plans, and programs for the administration of all municipal finance functions.
- Develops and maintains effective systems and records on all financial and accounting functions.
- Work closely with Finance Clerk and Office Clerk to ensure financial records are reported accurately.
- Responsible for the coordination and preparation of monthly financial statements, including bank reconciliations.
- Prepares utility and other municipal related billings and maintains file system for all.
- Preparation of PST and GST Returns.
- Prepares and processes semi-monthly payroll.
- Prepares and maintains various payroll related records including T-4s, record of earnings, workers compensation, pension remittance reports, and any other related payroll reports.
- Assessments – work with the Town’s Assessor to ensure assessments are correct and balanced. Prepares SAMA maintenance list and annual return.
- Taxes – preparation of annual tax notices, penalty applications and adjustments. Organizes and mails that annual tax statements.

- Prepares and mails the supplementary and cancelled taxes.
  - Work closely with the CAO, to implement tax enforcement processes.
  - Yearend Accounting and Reporting
  - Assists with the preparation of annual audit working papers.
  - Performs any financial clerical/reception duties such as word processing, copying, orders office supplies, files correspondence, accounts payable vouchers.
  - Assists the public in the completion of various forms from time to time.
  - Tangible Capital Assets as required
  - Prepares correspondence, Council minutes and bylaws as required.
  - Assist the Finance Clerk and Office Clerk if required
  - Will perform all other duties as assigned.
2. Provide administrative support in order to ensure effective and efficient office operations
- Main Activities:
- Maintain inventory files
  - Maintain a filing system for all financial documents
  - Ensure the confidentiality and security of all financial files

### ***QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES***

(The knowledge, skills and attitudes required for satisfactory job performance)

#### ***Qualifications***

The Assistant Administrator must possess the following qualifications:

- Grade 12 education or equivalent (GED).
- Applicants must possess a minimum Standard or Class “C” Certificate, or be willing to work towards their Local Government Administration Certificate, or has graduated from an accredited college or university with an accounting diploma, or an accounting certificate program or 3 years’ experience in Municipal accounting related work.

#### ***Knowledge***

The Assistant Administrator must have proficient knowledge in the following areas:

- Considerable knowledge of municipal plans, bylaws and procedures.
- Considerable knowledge of municipal operations, specifically in municipal Software – MuniSoft, would be a definite asset.
- Considerable knowledge of all legislation that might apply to municipal operations, including but not limited to *The Municipalities Act*.
- Working knowledge of the Province of Saskatchewan’s Information Services Corporation’s database.
- A general knowledge of human resource management and leadership.
- Considerable knowledge of municipal accounting practices.

#### ***Skills***

The Assistant Administrator must demonstrate the following skills:

- Ability to maintain a high degree of confidentiality is required.
- Ability to effectively organize work and establish priorities,
- Ability to follow written and oral directions effectively,
- Ability to establish and maintain a high degree of public relations,

- Strong coordinating skills are critical,
- Demonstrate skills in leadership and effective direct supervision.
- Strong interpersonal skills
- Strong communication skills, both verbally & written
- Effective and creative problem solving skills are required.
- Proficient knowledge of Microsoft Office and Excel.

### ***Personal Attributes***

The Assistant Administrator must maintain strict confidentiality in performing the duties of the Assistant Administrator. The Assistant Administrator must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- must be bondable

### ***WORKING CONDITIONS***

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the Assistant Administrator including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

#### ***Physical Demands***

(The nature of physical effort leading to physical fatigue)

The Assistant Administrator will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Assistant Administrator will also have to do some lifting of supplies and materials from time to time.

#### ***Environmental Conditions***

(The nature of adverse environmental conditions affecting the Assistant Administrator)

The Assistant Administrator is located in a busy, open area office. The Assistant Administrator is faced with constant interruptions and must meet with others on a regular basis.

#### ***Sensory Demands***

(The nature of demands on the Assistant Administrator's senses)

The Assistant Administrator must spend long hours in intense concentration. The Assistant Administrator must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

#### ***Mental Demands***

(Conditions that may lead to mental or emotional fatigue)

There are a number of deadlines associated with this position, which may cause significant stress. The Assistant Administrator must also deal with a wide variety of people on various issues.

## CERTIFICATION

\_\_\_\_\_  
Employee Signature                      Printed Name                      Date  
I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Title                      Supervisor's Signature                      Date  
I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the Assistant Administrator(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.



## EMPLOYMENT OPPORTUNITY

The Town of Lafleche is seeking applicants for the position of Office Assistant. This position is permanent, part-time and will consist of approximately 650 hours for the year; the days per week will vary from month to month. The months that include utility billing will have more hours allotted. A break down of the hours per month can be discussed at the municipal office.

The Office Assistant works cooperatively with the Chief Administrative Officer. Some of the tasks will include utility billing, receipting and deposits, filing, social media and webpage awareness, generating tax certificates, and general clerical duties. The applicant must demonstrate excellent communication, organization and computer skills. Proficiency in Microsoft Excel and Word, and experience with Munisoft are all assets.

Wages will be negotiated based on experience. Benefits and pension will be offered. A three-month probationary period will apply.

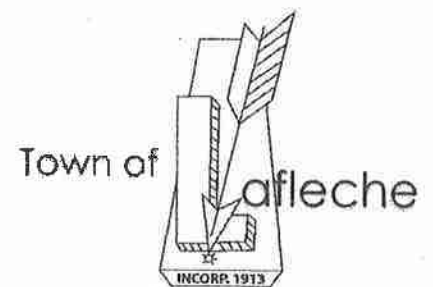
Please submit resumes to:

Town of Lafleche  
PO Box 250, 35-2<sup>nd</sup> Ave. E.  
Lafleche, SK S0H 2K0  
[town.of.lafleche@sasktel.net](mailto:town.of.lafleche@sasktel.net)

The position will remain open until a successful candidate is chosen. Not all applicants will be selected for an interview.

# Town of Lafleche

## Job Description: Office Assistant



### Qualifications

- GRADE 12 OR EQUIVALENT GED

### Duties (including, but not limited to)

- UTILITY BILLING (EXECUTED IN DECEMBER, FEBRUARY, APRIL, JUNE, AUGUST & OCTOBER)
- PERFORM FINAL UTILITY BILLING REQUIREMENTS UPON REQUEST
- PREPARE & DISTRIBUTE 30 DAY FINAL NOTICES FOR UTILITIES & WATER SHUT OFF NOTIFICATION
- GENERAL, UTILITY & TAX RECEIPTING
- BALANCING & POSTING DEPOSITS
- SORTING & FILING ACCOUNTS PAYABLE
- RECEIVE & RESPOND TO EMAILS AS NECESSARY & CAPABLE
- GENERAL INVOICING INCLUDING PERMITS, CUSTOM WORK, FIRE FEES, LANDFILL FEES
- PREPARE & EXTEND BUILDING & DEMOLITION PERMIT APPLICATIONS
- PREPARE & EXTEND DEVELOPMENT PERMIT APPLICATIONS
- PREPARE TAX CERTIFICATES AS REQUESTED
- MAINTAIN MONTHLY COMPILATION OF LANDFILL DAILY TRANSACTION SHEETS

### Responsibilities

- ENSURE ALL NECESSARY FORMS FOR UTILITY SERVICES ARE PROPERLY FILLED OUT & FILED
- ENSURE FAMILIARITY WITH BUILDING & DEMOLITION PERMIT APPLICATIONS, BYLAWS & REGULATIONS
- ENSURE FAMILIARITY WITH ZONING BYLAW & REGULATIONS, DEVELOPMENT PERMIT APPLICATIONS
- MAINTAIN ACCURATE RECORDS OF ALL OUTSIDE EMPLOYEE TIME SHEET DEPARTMENT ALLOCATION

### Expectations

- ENSURE EFFECTIVE & OPEN COMMUNICATION WITH THE CHIEF ADMINISTRATIVE OFFICER
- BE COURTEOUS & POLITE WITH ALL STAFF & RATEPAYERS
- MAINTAIN A TIDY WORK AREA
- ARRIVE AT WORK ON TIME & BE EMPLOYED FROM 8:30AM TO 4:30PM
- POSSESSION, USE OR DISTRIBUTION OF DRUGS AND/OR ALCOHOL IS PROHIBITED

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**POSITION TITLE:** Director of Finance and Administration/Deputy CAO

**DIVISION:** Finance and Administration

**REPORTS TO:** Chief Administrative Officer

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The Town of Assiniboia employs individuals in the Department of Administration and Finance to ensure that the day to day administration and financial functions of the municipality are maintained in a manner that manages risk and serves the public in an equitable and professional manner. The Director of this department performs and directs the appropriate management and maintenance of the many financial responsibilities of the municipality. As Deputy CAO, In the absence of the CAO, assumes the powers and duties of the head of the municipality (subject to UMAAS).

## **DUTIES**

- Develops, recommends and implements approved policies, plans, and programs for the administration of the finance functions.
- Provides necessary reports and advice on all matters of a financial nature, including financial statements and capital funding.
- Responsible for the development and implementation of a uniform budget process annually that results in accurate operating and capital estimates, in cooperation and collaboration with other department Directors and Council in accordance with Provincial Government legislation and Town policy.
- Responsible for the development and implementation of effective systems and records on all financial and accounting functions to comply with generally accepted accounting principles for municipal government.
- Hires, trains, develops, evaluates and disciplines department staff within Town personnel policies and collective agreements.
- Responsible for the effective use of municipal funds through investment management and acts as custodian of all liquid assets of the Town.
- Participates as a member of the senior management team in planning for the provision of services to the residents of Assiniboia.
- Responsible for creating and maintaining systems and policies that effectively manage the Town's financial resources.
- Responsible for the safeguarding of Town assets through an effective purchasing policy.
- Supervises the administration of the utility accounts system, tax accounts system, custom work invoicing, payroll, accounts payable and general ledger.
- Primary contact for audit, assessments and human Resources
- Assists with legal requirements and contract administration
- Responsible for the planning & development of information technology requirements.
- Performs other duties as assigned.

**SPECIFICATIONS**

**Experience & Qualifications**

- Requires specific knowledge of municipal accounting and treasury functions acquired through the completion of a recognized accounting designation.
- The Standard Certificate as recognized by the Urban Municipal Administrators Association of Saskatchewan would be considered an asset.
- A minimum of four (4) years experience in a municipal financial management capacity including budget planning and control
- Extensive computer software knowledge and capabilities
- Personnel management experience
- Oral and written communication skills and policy preparation is required
- The position provides for latitude of judgment in the operation of the Department.

**Accountability**

- Under the general direction of the Chief Administrative Officer, will co-ordinate all financial management, control, reporting, receipting and purchasing functions of the Town and provides the statutory financial duties as prescribed in The Municipalities Act.
- Provides advice on matters of a financial nature regarding the Town Responsible for investments, assets and capital debt administration
- Has the authority, in consultation with the CAO, to proceed through stages of the progressive discipline system for department employees.
- Actions could result in major loss of time and have serious impact on the Town's public image.
- The position requires persuasive diplomacy when discussing matters either internally or externally or when negotiating matters with others and is privy to confidential information.
- The incumbent will be required to exchange information requiring discussion and understanding with members of the general public on a regular basis. Tact and discretion will be required to deal with or settle requests or complaints.

**Unique Position Requirements**

- The incumbent has signing authority for investment purposes as authorized by bylaw or policy.
- Primarily within an office environment
- Sitting for long periods of time, repetitive motion
- May require hours in excess of the standard forty (40) hour work week.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

Revised: January 2014 - CW