

RURAL MUNICIPALITY OF LIPTON NO. 217

MUNICIPAL ADMINISTRATOR

The Rural Municipality of Lipton No. 217 is accepting applications for the position of Administrator. Position to begin January 12th, 2026 unless other arrangements are made with the council.

The Administrator reports directly to the council and is responsible for the operations of the municipality in accordance with the policies and bylaws set by the councils and The Municipalities Act. The Administrator provides guidance and advice to Council regarding human resources, strategic planning, policies, bylaws and budgets.

Responsibilities include, but are not limited to, preparing and maintaining assessment and tax rolls, managing accounts receivable, knowledge of municipal election procedures and legislation, tax enforcement, completing monthly bank reconciliations and monthly reporting, preparing and adhering to annual budgets, management of staff and attending to the day to day operations of the municipality.

The successful candidate is to possess the following qualifications:

- Proficiency in municipal accounting, municipal laws, human resources, payroll, asset management;
- Experience with MuniSoft Software, Microsoft Office programs;
- The ability to work in a team environment as well as independently;
- Excellent communication, organizational, management and human relations skills;
- Ability to effectively handle correspondence, both written and verbally;
- Discretion with matters pertaining to confidentiality;
- 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;
- Strong computer skills;
- Bondable.

A minimum Rural Class "C" certificate issued by the Rural Municipal Administrators' Association is required.

Office hours are Monday to Thursday 8:30 a.m. to 4:30 p.m. The municipality offers a defined benefit pension plan (MEPP), single person benefits paid by the municipality, and a salary that starts in accordance with the RMAA salary schedule.

Please submit a cover letter, resume with three employment references, salary expectation, and applicable certifications by December 16th, 2025 to:

RM of Lipton No. 217

Box 40

Lipton, SK S0G 3B0

rm.217@sasktel.net

The municipalities thank all applicants for their interest, however, only those candidates selected for further