

Administrator Rural Municipality of Leask No. 464

The Rural Municipality of Leask is currently accepting applications for the position of Administrator.

The Administrator position is responsible to Council for providing overall administration of the Municipality and will ensure the effective utilization of the financial and administrative resources. As the principal advisor to Council, the Administrator will provide to Council all relevant information necessary to make informed decisions, along with providing leadership for planning and executing a strategic vision that meets the current and future needs of the Municipality.

As the Administrator, you will have strong interpersonal and communication skills, including the ability to build trusted relationships with internal and external stakeholders. You will be a strong decision maker with high integrity and have authentic leadership skills, providing guidance and support for staff and community. As the successful candidate, you will have a thorough understanding of municipal operations, including: legislation, finance, budgeting, infrastructure, planning and economic development. In addition to your understanding of municipal operations, you will have the knowledge of business, administration, financial management, strategic planning, policy development, and implementation, resource allocation and leadership.

As the successful candidate you will have a:

- Certificate in Local Government Administration or equivalent
- Rural Class “C” Certificate or Higher; or
- Be in the process of completing the LGA Courses to obtain a Rural Class “C” Certificate
- Experience with MuniSoft software including the Tax Roll, Hail Roll, General Ledger, Accounts Payable and PubWorks
- Strong communication, management, organizational and interpersonal skills
- Experience in Residential, Agricultural and Commercial Development
- Experience with financial planning and asset management

The RM of Leask offers a competitive salary with a comprehensive benefits package including extended health and dental benefits, short-term disability and long-term disability. Salary will be determined based on qualifications and experience.

Candidates seeking a rewarding career opportunity are invited to submit their detailed resume including related qualifications, past and present work experience to: rmleask.464@sasktel.net or by mail to R.M. of Leask No. 464, PO Box 190, Leask, SK, S0J 1M0, by July 3, 2026.

The Rural Municipality of Leask No. 464 is a progressive municipality with mixed farming, land development and tourism opportunities located in north central Saskatchewan. The municipal office is located in the Village of Leask which has excellent medical, educational and recreational facilities in the village and immediate district. For more information on the R.M. of Leask visit us at www.rmleask.ca or call 306-466-2000.

We thank all who apply, however, only those being considered for the position will be contacted.