



TOWN OF MIDALE

PO Box 128

Midale SK S0C 1S0

306-458-2400

The Town of Midale invites applications for the position of:

ACTING ADMINISTRATOR

The Town of Midale is a dynamic and progressive municipality located on Highway #39 between Estevan and Weyburn. Midale has a population of over 600 residents and has a K to 12 school as well as several updated recreational facilities. For more information on our community please visit www.townofmidale.com.

We are seeking an individual with an interest in a municipal career to fill an Acting Administrator position within the Town Office.

Applicants must be qualified as required by The Urban Municipalities Act and have working knowledge of local government accounting practices, payroll and general office procedures. They should be proficient with general computer setup, Microsoft Word, Excel and Munisoft Municipal Accounting programs. Excellent communication, time management and public relations skills are required.

The Town also employs a part-time office assistant, town foreman and one laborer. Salary negotiable depending on experience.

Applicants are invited to submit a resume with a cover letter, references and a current criminal records check by mail or email. All submissions will be held in confidence.

The successful candidate will be required to provide a criminal record check prior to start of employment.

Resumes will be accepted until a suitable candidate has been found.

Please submit resumes or direct further position inquiries to:

Town of Midale
Box 128, Midale, SK S0C 1S0

Electronic resumes to: townofmidale@sasktel.net

The Town of Midale thanks all applicants for their interest in this employment opportunity but only those selected for an interview will be contacted.

WWW.TOWNOFMIDALE.COM