



## TOWN OF MIDALE

P.O. Box 128  
Midale, Saskatchewan S0C 1S0  
306-458-2400

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### TOWN 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](http://www.townofmidale.com).

The Town Administrator is the most senior staff position within the Town of Midale and reports directly to the Town Council.

The main responsibilities are:

- assisting council in setting the direction of the Town by providing guidance and advice based on requirements of Legislation, trends and best practices in other jurisdictions;
- overseeing all Town of Midale operations;
- overseeing the planning, directing and supervising of all Town employees;
- protecting and ensuring efficient use of the Town of Midale financial resources;
- monitoring and controlling spending within the program budgets established by Council;
- data entry for payroll, accounts payable, and accounts receivable; ensuring a high degree of accuracy;
- preparing and maintaining files and records;
- perform other related tasks as required.
- being responsible for the preparation and submission of Operating and Capital budgets annually, or as required by Council;
- developing, implementing and administering policies of the Town;
- performing duties and functions relative to a wide range of Town programs and functions;
- ensuring the Town's bylaws, resolutions, regulations, and legislations are executed and enforced;
- educating and informing the public of Town bylaws, resolutions, regulations, policies, Programs and Activities;
- playing a major role in identifying and responding to community needs and promoting public/private partnerships that contribute to sustained economic development and high quality of life;
- attending and serving as confidant and advisor at council meetings and other meetings as per Council direction;
- preserving a high level of customer service within the Town of Midale at all times.

Required:

- Standard Certificate - certification with the Urban Municipal Administrators Association of Saskatchewan.
- 5 years of progressively responsible administrative/managerial experience;
- a good overall understanding of all pertinent Legislation regarding Municipal Government including *The Municipalities Act*, *Occupational Health and Safety Act*, and *Saskatchewan Employment Act* per example;



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- strong interpersonal skills, ability to prepare written reports and make verbal presentations;
- proven skills in management of employees;
- proven Human Resources experience;
- strong organizational skills and the ability to prioritize tasks in this deadline-orientated position;
- excellent communication and customer service skills;
- strong analytical and problem-solving abilities;
- strong team leadership skills and the ability to diffuse a positive attitude in the work environment;
- the ability to resolve problems with several variables in a dynamic setting.

The Town of Midale offers an excellent pension, benefits and salary package, which will be determined based on the candidate's education and experience.

Interested candidates are invited to submit resumes including a cover letter, stating date of availability to work, salary expectations and three (3) work related references.

Resumes may be submitted in confidence to the attention of the Acting Administrator by postal mail to Box 128, Midale, Sask. S0C 1S0 or by email: [townofmidaleadmin@sasktel.net](mailto:townofmidaleadmin@sasktel.net).

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

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