

RURAL MUNICIPALITY OF BIG RIVER NO. 555

EMPLOYMENT OPPORTUNITY — ASSISTANT ADMINISTRATOR

Big River, Saskatchewan

The RM of Big River No. 555 invites applications for an Assistant Administrator interested in building a long-term career in municipal administration.

A strong work ethic, initiative and a genuine willingness to learn are our most important qualifications. We are seeking someone who takes pride in their work, follows through on responsibilities and is motivated to develop the knowledge and skills needed to support the Municipality and serve our community.

This position offers challenging, varied work and opportunities for professional growth. There is considerable information to learn and retain, requiring commitment and effort. Applicants from different employment backgrounds are encouraged to apply; previous municipal experience is an asset, but is not required.

We are looking for someone who takes ownership of their learning, keeps useful notes, refers to procedures and examples, and develops the confidence to research questions and solve problems independently. Equally important is recognizing when to seek clarification or the CAO's direction to ensure work is completed accurately and appropriately.

Duties and responsibilities

Responsibilities will be assigned progressively and may include:

- Providing courteous, informed service to the public by telephone, email and at the front counter.
- Processing mail, maintaining records and organizing current and permanent files.
- Receipting payments, preparing bank deposits and maintaining financial records.
- Processing accounts payable, accounts receivable and billings for permits and other municipal charges.
- Preparing payroll and related government and benefit remittances.
- Completing bank reconciliations.
- Maintaining inventory records.
- Maintaining assessment and taxation records and coordinating assessment maintenance information with SAMA.
- Receiving and processing building and development permit applications to the point of decision and maintaining permit files and plans.
- Serving as recording secretary or providing administrative support to committees, as assigned.
- Assisting with review of bylaws, policies and agreements.
- Supporting budget preparation, tax levies, year-end procedures and the annual audit.
- Assisting with tax enforcement and bylaw enforcement administration under the CAO's direction.
- Updating the municipal website and Facebook page.
- Learning and applying municipal procedures, bylaws and relevant legislation.
- Maintaining confidentiality and completing other duties assigned by the CAO.

Required qualifications and qualities

- Grade 12 diploma or equivalent.

- Basic working proficiency in Microsoft Word, Excel and Outlook, including preparing documents, entering and organizing spreadsheet information, using basic formulas and managing email.
- A strong work ethic, dependability and a willingness to accept responsibility.
- Initiative and the ability to organize and complete work independently.
- Resourcefulness and the ability to research questions, assess information and develop possible solutions.
- The ability to learn and retain detailed information and apply feedback to future work.
- Accuracy, attention to detail and sound judgement.
- Clear written and verbal communication and a professional, respectful manner.
- The ability to manage deadlines, interruptions and changing priorities.
- Discretion when handling confidential and sensitive information.

Education and career development

A willingness to undertake university-level studies in Local Government Administration through online learning and work towards a Rural Class C municipal administrator's certificate is an important consideration.

We seek someone committed to ongoing learning, increasing responsibility and contributing to the Municipality over the long term, including devoting the time and effort needed to complete coursework alongside employment.

Relevant education or certification and experience in bookkeeping, payroll, administration, customer service or municipal operations are assets.

How to apply

Submit your resume, cover letter, two work-related references, anticipated start date and wage expectations by email, mail or in person.

Your cover letter should describe your interest in the position and further education, with an example of learning an unfamiliar responsibility or solving a problem independently.

Email: rm555@rmofbigriver.ca

Mail: RM of Big River No. 555, Box 219, Big River, SK S0J 0E0

In person: RM Office, 606 1st Street North, Big River, SK

Enquiries: 306-469-2323

Applications must be received by November 6, 2026 3:00 p.m.

We thank all applicants for their interest. Only those selected for an interview will be contacted. Criminal Record check is required upon hiring.