



## Village of Elbow Administrator

The Village of Elbow, Saskatchewan is currently seeking applications for the position of Administrator.

The Administrator oversees the Office Assistant and the Village Foreman, and provides support to the Mayor and Council.

The successful candidate must possess superior verbal and written communication skills; have a strong knowledge in municipal accounting and finance; exhibit leadership and is community oriented.

Preference will be given to those applicants that have their certificate in Local Government Administration, already possessing an Urban Standard Certificate or are willing to take the necessary classes to obtain their certification. Preference will also be given to applicants with 2 or more years' experience in urban municipal administration. Experience and knowledge of MuniSoft municipal software will be considered an asset. Excellent communication, time management, and public relations skills are required. The position offers a competitive wage based on the UMAAS Salary Guideline, pension plan and a group benefit plan.

Start date and wage is negotiable based on experience.

Please submit a cover letter with resume including three work related references to the municipal office or email to: [elbow@sasktel.net](mailto:elbow@sasktel.net) Application deadline – 5 p.m. Friday, January 8, 2021.

Village of Elbow  
P.O. Box 8  
Elbow, SK S0H 1J0  
Ph. 306-854-2277  
Fax: 306-854-2229

The Village of Elbow is a thriving community situated halfway between Regina and Saskatoon on Highway 19, and on the shores of Lake Diefenbaker. Elbow's population fluctuates seasonally with the last census figure being 337 permanent residents, swelling to 600+ residents in the summer months in addition to all of the tourists and campers that come to our area. To learn more about the Village go to [www.villageofelbow.com](http://www.villageofelbow.com)