



P.O. Box 8
Elbow, SK S0H 1J0

Office of the Administrator

Phone: (306)854-2277
Fax: (306)854-2229

The Village of Elbow (Saskatchewan) is seeking applications for the position of Full-Time Administrator. The Administrator oversees the Administrative Assistant, Maintenance Department and provides support to Council.

The successful candidate must possess superior verbal and written communication skills, have a strong knowledge of 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 are negotiable based on experience.

Please submit a cover letter and resume including three work related references to the municipal office or email to: elbow@sasktel.net. The position will remain posted until the position is filled.

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The Village of Elbow is located in Saskatchewan, in a thriving community situated halfway between Regina and Saskatoon, on Highway 19, on the shores of Lake Diefenbaker. Elbow's population fluctuates seasonally with the 2016 census being 337 permanent residents, swelling to 600+ in the summer months. To learn more about Elbow visit our website at www.villageofelbow.com

