

Town Administrator

The Town of Kyle is centred in south-west Saskatchewan in prime agricultural area on Highway # 4 half way between Highway #1 and Highway # 7. Our community offers a modern K – 12 school, Health Centre with long term care services as well as a medical clinic, lab and ambulance service. There is also a local RCMP detachment and local volunteer fire department. We are located close to Clearwater Lake Regional Park and the Lake Diefenbaker Provincial Park.

The Town of Kyle is seeking a permanent full time Administrator with a start date of September 1, 2020

A rewarding career opportunity exists in the Town of Kyle as we invite applications for the position of Administrator. Reporting to the Mayor and Council, the Administrator works collaboratively with Council providing sound advice and ensuring Council policies, bylaws and priorities are implemented. The Administrator will assume all duties reported under the Municipalities Act.

The ideal candidate will have proven management experience in the public sector, preferably in local government. Applications for this position must have a minimum Standard Urban Certificate in Local Government Administration or equivalent education as authorized by UMAAS.

The ideal candidate will have excellent public relations skills, communication, planning, financial and organizational skills, as well as a working knowledge of computers, specifically MuniSoft software, as well as Microsoft Word and Excel.

The Town of Kyle offers a salary within UMAAS guidelines as per experience, with a generous benefit package.

Please forward your resume with a cover letter stating salary expectations by 4:00 pm July 31, 2020 to :

Doug Barker, Mayor
Town of Kyle
Box 520
Kyle, Sask. S0L 1T0

Fax: 306-375-2534
email: townofkyle@sasktel.net

We thank you for our interest in our community, however only those selected for an interview will be contacted.