

## **Town of Radisson – Assistant Administrator**

The Town of Radisson is currently seeking applications for the position of Assistant Administrator. This is a permanent position and is part of the Town's succession planning.

This position reports to the Administrator and is responsible for providing support to the Administrator in the overall administration of the Town and ensuring the effective utilization of the financial and administrative resources.

This position requires a willingness to perform a variety of tasks under the supervision of the Administrator including:

- Bookkeeping and Accounting – including bank reconciliations, payroll, financial statements, and budget preparation;
- Preparation and processing of various billings and filings – including utility bills, GST returns, property taxes, and assessments;
- Grant research and writing;
- Bylaw writing, interpretation, and enforcement;
- Council meeting preparations;
- Preparation of various other reports and documents;
- Digital media communications – including website, Facebook, and newsletter.

The ideal candidate will possess:

- Proven administrative experience with knowledge of office management systems and procedures;
- Proficiency in Microsoft Office applications;
- Experience with Munisoft software is considered an asset;
- Work well independently and within a team environment;
- Excellent time management skills and the ability to multi-task and prioritize work;
- Strong organizational, interpersonal, and communication skills;
- Exhibit leadership and be community oriented;
- Discretion with matters pertaining to confidentiality;
- Ability to interpret policies, bylaw, and legislation appropriately when responding to situations and requests;
- Be bondable;
- A minimum of having successfully completed the Local Government Administration courses (or a UMAAS approved equivalent) or willing to obtain.

This position offers a competitive salary, benefits, and pension plan.

**Qualified applicants are invited to submit a cover letter and resume including references, to:**

Town of Radisson  
P.O. Box 69  
Radisson, SK  
S0K 3L0

Email: [tradisson@sasktel.net](mailto:tradisson@sasktel.net)

**\*\*Only those applicants selected for an interview will be contacted.\*\***