

TOWN OF ITUNA – JOB OPPORTUNITY

ADMINISTRATOR, TOWN OF ITUNA

Candidates seeking a rewarding career opportunity with a progressive and supportive Council are invited to submit their resume, in confidence to the Town of Ituna.

Working closely with the Mayor and Council, you will be responsible for managing the constantly changing and increasingly complex day-to-day affairs of the community. You will provide leadership skills required to lead staff of dedicated professionals and play a key role with the Council in planning and executing a strategic vision that meets both current and future needs of the community.

Preferences will be given to candidates with an Urban Class “C” Certificate (or higher) in Local Government Administration. Experience with MuniSoft software is an asset. This position offers a competitive salary and uses the UMASS Salary Schedule; the right candidate can as a guide expect a salary and benefits package that reflects their level of experience.

You May forward a resume and cover letter by fax, mail or email to:

Town of Ituna

Att: Susan Ross

Box 580

Ituna, Sask. S0A 1N0

Fax: 306.795.3330

Email: townofituna@sasktel.net

Phone: 306.795.2272

This position will remain open until a suitable candidate is found. We thank all who apply and advise that only those selected for further consideration will be contacted.