



RURAL MUNICIPALITY OF PROGRESS

No. 351

Box 460 Luseland, Saskatchewan S0L 2A0
Phone: 306-372-4322 E-mail: rm351@sasktel.net
Fax: 306-372-4146

Accepting applications for ASSISTANT ADMINISTRATOR

The Rural Municipality of Progress is currently inviting applications for an assistant administrator. This position is for a 17-month term to cover for a maternity leave but could turn into a full-time position due to succession planning. The successful candidate would start April 1, 2026.

The Assistant Administrator, under the direction of the Administrator, will provide support to the Administrator in all aspects of municipal administration including, but not limited to record preparation, assessment and taxation, tax enforcement, financial operations, zoning and subdivisions, permit processing, policy and courses of action as determined by Council.

Qualifications:

The ideal candidate will have a minimum Class "C" certificate of Qualification. The R.M. of Progress No. 351 may consider an individual who is currently enrolled (or becomes enrolled within 6 months) in the Local Government Administration Program through the University of Regina. The R.M. of Progress No. 351 offers a comprehensive benefits package.

- The successful applicant shall demonstrate excellent communication, organizational, computer and clerical skills, enjoy working with the public in a professional manner and be bondable.
- Ability to work independently
- Excellent written and verbal communication skills
- Computer proficiency: experience with MuniSoft is a strong asset

Compensation:

The R.M. offers a competitive salary based on experience and qualifications.

Qualified applicants are invited to submit, in confidence, a detailed resume including education, experience, references and salary expectations by email, fax or in person.

Applications will be reviewed as they are received and the competition will remain open until a suitable candidate is found.

Kim Adams, Administrator
R.M. of Progress No. 351