



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



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Accepting applications for EXPERIENCED MUNICIPAL EMPLOYEE

Experience and/or exposure to heavy equipment such as construction or farm equipment is an asset. The candidate must have well developed interpersonal, motivational and team skills, be able to take direction and work independently.

Skills & Abilities

- Valid Driver's License
- Class 1A or a Class 3 would be an asset

Type of Work Experience

- Grading municipal roads
- Roadside mowing
- Culvert installations
- Signage & repairs
- Mechanical experience to perform general maintenance and equipment repair
- Other duties as required

Type of Equipment Operated

- Volvo Grader
- Cat Grader
- Backhoe
- Bush Hog Mower
- Case/Kubota Tractor

Applicants are invited to submit a resume including:

- Past experience and present work experience
- Certifications
- Expected Wage
- Three references

Qualified applicants are invited to submit a resume by: mail, email or fax.

The R.M. of Progress welcomes all applicants, however, only candidates selected for an interview will be contacted.



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Accepting applications for:

SUMMER STUDENT EMPLOYEE

Hours of Operation

- Monday to Friday
- 7:00AM – 5:00PM
- Duration of school break

Skills & Abilities

- Valid driver's license
- Access to transportation to and from the R.M. shop

Duties & Responsibilities

- Picking up parts
- Washing vehicles/equipment
- Operating small equipment
- Signage & Repairs

Personal & Professional Skills

- Able to take and follow direction from the Foreman
- Great communication and documentation skills
- Safety conscious
- Can work on a team or independently

Applicants are invited to submit a resume including:

- Work experience
- Certifications
- Three references

Qualified applicants are invited to submit a resume by mail, email, or fax.

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