



# RURAL BOARD OF EXAMINERS

Province of Saskatchewan



P.O. Box 130  
Wilcox, Saskatchewan  
S0G 5E0

Phone: (306) 732-2030  
Fax: (306) 732-4495  
Email: rural.board.exam@sasktel.net

## RURAL MUNICIPAL ADMINISTRATOR 'C' CERTIFICATE VERIFICATION

Applicants Name \_\_\_\_\_ R. M. of \_\_\_\_\_ No. \_\_\_\_\_

**IF YOU ANSWER 'NO' TO ANY QUESTION, PLEASE ATTACH AN EXPLANATION.**

### 1. INTERPRET AND APPLY LEGISLATION

I have ensured that \_\_\_\_\_ is knowledgeable and competently trained in the following categories:  
(Name of Trainee or Applicant)

	YES	NO
Interpretation of legislation and regulations	_____	_____
Administration and drafting of bylaws	_____	_____
Familiar with labour laws respecting municipal employees	_____	_____
Familiar with the application of election procedures	_____	_____
Familiar with the provisions of <i>The Municipal Expropriation Act</i>	_____	_____
Familiar with the provisions of <i>The Tax Enforcement Act</i>	_____	_____
Basic understanding and knowledge of municipal government and local issues	_____	_____
Familiar with land titles procedures	_____	_____

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 ) of the R.M. of \_\_\_\_\_ in the  
 )  
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\_\_\_\_\_ in the aforementioned  
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categories and it is my belief that he/she now possesses a competent level of knowledge in those areas to competently and proficiently perform the duties of a rural municipal administrator.

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 in the Province of Saskatchewan, this \_\_\_\_\_ )  
 day of \_\_\_\_\_, A.D. \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 (Administrator)

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**2. KEEP ACCOUNTING RECORDS**

I have ensured that \_\_\_\_\_ is knowledgeable and  
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competently trained in the following categories:

	YES	NO
Assessing Property	_____	_____
Preparing Assessment Roll	_____	_____
Preparing Hail Roll	_____	_____
Entering of local improvement on tax roll	_____	_____
Preparing tax roll	_____	_____
Issuing receipts	_____	_____
Issuing invoices	_____	_____
Maintaining accounts payable and receivable	_____	_____
Issuing cheques	_____	_____
Entering data into books of original entry	_____	_____
Posting and balancing general ledger	_____	_____
Preparing monthly financial statements	_____	_____
Closing and balancing books at year end	_____	_____
Preparing annual financial statements	_____	_____
Preparing liability statements (other taxing authorities)	_____	_____
Maintaining Capital Asset Listing	_____	_____
Modelling and presenting tax policy options	_____	_____

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### 3. SECURE AND MANAGE FINANCIAL RESOURCES

I  
have ensured that \_\_\_\_\_ is knowledgeable and  
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competently trained in the following categories:

	YES	NO
Forecasting revenue and expenditures	_____	_____
Determining availability and applying for grants	_____	_____
Performing long range financial planning	_____	_____
Preparing a budget	_____	_____
Preparing a Capital Budget	_____	_____
Tangible Capital Asset Accounting	_____	_____
Recommending mill rates	_____	_____
Managing investments	_____	_____
Locating sources for financing	_____	_____
Arranging for borrowing	_____	_____
Selling debentures	_____	_____

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## 4. COLLECT REVENUES AND CONTROL EXPENDITURES

I have ensured that \_\_\_\_\_ is knowledgeable and competently trained

(Name of Trainee or Applicant)

in the following categories:

	YES	NO
Collecting taxes	_____	_____
Calculating discounts, rebates and penalties	_____	_____
Selling licenses and permits	_____	_____
Collecting rent, fines and other fees	_____	_____
Issuing and collecting utility billings	_____	_____
Applying for grants	_____	_____
Collecting grants-in-lieu of taxes	_____	_____
Collecting trailer license fees	_____	_____
Collecting and selling services and supplies	_____	_____
Applying for applicable tax rebates	_____	_____
Enforcing tax collection procedures	_____	_____
Collecting taxes through title acquisition	_____	_____
Dealing with the provincial mediation board	_____	_____
Prioritizing expenditures	_____	_____
Specifying expenditures	_____	_____
Determining cash flow	_____	_____
Verifying invoices	_____	_____
Doing payroll accounting	_____	_____
Performing cost analysis	_____	_____

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## 5. WORK WITH ELECTED OFFICIALS

I have ensured that \_\_\_\_\_ is knowledgeable and  
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competently trained in the following categories:

	YES	NO
Calling Council/Board Meetings	_____	_____
Preparing agenda for meetings	_____	_____
Gathering information for meetings	_____	_____
Serving as a secretary for council or board	_____	_____
Taking minutes at meetings	_____	_____
Presenting reports at meetings	_____	_____
Introducing delegates at meetings	_____	_____
Advising council or board	_____	_____
Advising on rules of order	_____	_____
Preparing written reports	_____	_____
Distributing minutes	_____	_____
Implementing council or board decisions and policies	_____	_____
Administering policies	_____	_____
Liaising with other governmental jurisdictions	_____	_____
Preparing and arranging for public meetings	_____	_____

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## 6. PERFORM OFFICE FUNCTIONS

I have ensured that \_\_\_\_\_ is knowledgeable and  
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competently trained in the following categories:

	YES	NO
Setting up office procedures	_____	_____
Writing business correspondence	_____	_____
Keeping written records	_____	_____
Setting up and maintaining filing system	_____	_____
Maintaining and destroying records	_____	_____
Operating standard office equipment	_____	_____
Processing mail	_____	_____
Ordering supplies	_____	_____
Typing	_____	_____
Knowledge of computer systems and operations	_____	_____
Preparing tender specifications	_____	_____
Arranging for tendering process	_____	_____
Reading maps	_____	_____
Dealing with vendors	_____	_____

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## 7. MANAGE HUMAN RESOURCES

I have ensured that \_\_\_\_\_ is knowledgeable and  
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competently trained in the following categories:

	YES	NO
Drafting job descriptions	_____	_____
Advertising for jobs	_____	_____
Interviewing applicants	_____	_____
Checking references	_____	_____
Arranging for bonding	_____	_____
Delegating to employees	_____	_____
Training employees	_____	_____
Motivating employees	_____	_____
Evaluating employee performance	_____	_____
Counseling employees	_____	_____
Handling employee grievances	_____	_____
Administering employee benefit plans	_____	_____
Processing Workers Compensation plans	_____	_____
Participating in collective bargaining	_____	_____
Interpreting union and other contracts	_____	_____
Preparing Employee Separation documents	_____	_____

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## 8. DEAL WITH PUBLIC

I have ensured that \_\_\_\_\_ is knowledgeable and  
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competently trained in the following categories:

	YES	NO
Demonstrating human relation skills	_____	_____
Demonstrating communication skills	_____	_____
Explaining council/board decisions	_____	_____
Handling complaints	_____	_____
Dealing with inquiries	_____	_____
Making referrals	_____	_____
Explaining individual's assessments and taxes	_____	_____
Consulting with the public	_____	_____
Counselling people	_____	_____
Assisting public in filling out forms	_____	_____
Providing information to media	_____	_____
Disseminating information on policy/bylaws and regulations	_____	_____
Disseminating information on provincial and federal programs	_____	_____
Displaying patience and compassion	_____	_____

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**9. PERSONALITY TRAITS**

As the position of Rural Municipal Administrator is one of trust and integrity, a successful administrator would possess the following characteristics:

- Honesty, integrity and trustworthiness;
- Initiative and self motivation;
- Ability to work without supervision;
- Time management skills;
- Compassion and sympathy for others;
- Patience; and Leadership.

I \_\_\_\_\_ believe \_\_\_\_\_ that \_\_\_\_\_ I, \_\_\_\_\_  
(Name of Trainee or Applicant)

possess the aforementioned characteristics which are necessary in order to competently and proficiently perform the duties required of a rural municipal administrator.

**10. CONTINUE PROFESSIONAL GROWTH**

I, \_\_\_\_\_  
(Name of Trainee or Applicant)

intend to further my professional growth by:

	Yes	No
Reading relevant literature	_____	_____
Participating in continuing education courses	_____	_____
Joining professional associations	_____	_____
Participating in professional conventions	_____	_____
Communicating with other administrators	_____	_____
Maintaining professional dress code	_____	_____

THAT I have and will continue performing the aforementioned activities in order to enhance my ability to competently and proficiently perform the duties of a rural municipal administrator.

\_\_\_\_\_  
(Signature of Trainee or Applicant)