

## Job Postings for Coordinator and Designated Advisor Roles Targeted Sector Support Pilot Project

### History:

Up until 2001, the Ministry of Municipal Affairs (now Government Relations) initiated a number of drop-in office inspections to Municipal offices within the Province. These inspections provided constructive feedback to Administrators to answer questions and engaged in valuable discussions addressing concerns or identifying and rectifying potential issues. More importantly, this service benefitted Administrators new to the field which further assisted in setting people up to succeed. The RMAA Board recognizes the importance of not only providing support to the entire association as a whole, but also ensuring those new to the field have strong foundations in place to succeed in this career over the long term.

In early 2020, the RMAA Executive submitted an application to the Targeted Sector Support (TSS) Initiative toward a Pilot Project specific to providing support for new Administrators. Not to be confused with the existing *detailed* office inspections by the RMAA Board of Examiners for Rural Class A and Superior A certification, the proposal includes the creation of 2 new positions to provide *general guidance* to Administrators that have held a Rural "C" Certificate for less than one year. The intent of these positions is not for disciplinary measures, but rather provide a support network to assist new Administrators on site (or remotely), by a specifically dedicated and experienced fellow Administrator.

The Board is pleased to announce that the RMAA received confirmation from the TSS Steering Committee, that the application has received approval for the first year of a potential two-year pilot project. As such, the RMAA Personnel Committee is inviting interested applicants to apply for one of the following **temporary positions**:

### TSS Coordinator

### TSS Designated Advisor

Position outlines are listed below including remuneration. We ask that all interested parties apply by forwarding a resume including references, indicating the desired position by 4:00 p.m. October 15, 2020 to:

RMAA Personnel Committee  
#3-1410 Caribou St. W.  
Moose Jaw, SK  
S6H 7S9  
Email: [div2rmaa@sasktel.net](mailto:div2rmaa@sasktel.net)

While we appreciate all applications received, only those deemed qualified for the position will be contacted for an interview. Due to tight time constraints, it is expected the position will begin effective Nov. 1, 2020.

# TSS Coordinator

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Reporting to the RMAA Executive Board, the Coordinator is responsible for a variety of duties including but not limited to:

- Liaise with the Executive Director of the Rural Municipal Administrators Association, the Secretary of the Board of Examiners and the SARM Employee Benefits Administrator to track changes in office, and the location of newly Certified Administrators.
- Liaise with the Board of Examiners Inspectors, the Secretary to the Board of Examiners, and the Designated Advisor to develop and maintain program tools and templates including any checklists, forms, spreadsheets, communication materials, etc. for use by the program, and to share knowledge and target areas for improvement/review.
- Be available by telephone and email to respond to queries from RM Council (may request office inspections), administrators, and other stakeholders and individuals.
- Coordinate office consultations between the Designated Advisor and the Administrator of that office in a timely fashion, clustering inspections to create travel efficiencies as may be possible.
- Keep records of inspections in an organized and confidential manner.
- Communicate and survey participants (new administrators), Designated Advisor and other stakeholders to evaluate the program.
- Provide written reports of the program for the stakeholders' review, participate in meetings, conference calls for ongoing evaluation of the program and to make recommendations for improvement.
- Review and approve program expenses including those incurred by the Designated Advisor.

Minimum qualifications for the position include:

- "Rural A" Certificate and in good standing;
- 5 years' experience as a Rural Administrator;
- Approval from current Council (if working) including permission to provide office space;
- Proficient with Microsoft Office Suite, Email, and other internet based software programs including cloud-based technology. Access to a computer would be required.

Key skills required:

- Excellent organization and time management;
- Professional oral and written communication;
- Attention to detail and ability to maintain confidentiality.

The Coordinator would be contracted for services with compensation at the rate of \$5,000.00 per year (\$416.67/month).

# TSS Designated Advisor

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Reporting to the RMAA Executive Board, the TSS Designated Advisor is responsible for a variety of duties including but not limited to:

- Liaise with the Coordinator, the Board of Examiners Inspectors, Executive Director of the RMAA & Committee, and the Secretary to the Board of Examiners to develop and maintain program tools and templates including any checklists, forms, spreadsheets, communication materials, etc. for use by the program, and to share knowledge and target areas for improvement/review.
- Conduct on-site (or off-site due to Pandemic reasons) office consultations as coordinated through the Coordinator and as may be mutually scheduled with the new administrator.
- Informally review the municipal operations to ascertain best practices and office procedures are followed in respect to:
  - Overall comfort or concerns;
  - Suggestion and advice on available resources (include how to webinars, advisory services, RMAA, SARM, RMAA Mentor, Peer Network);
  - General office etiquette and best practices (Written & email communication, timeliness, organization, procedures);
  - Municipal Legislation ;
  - Preparing Agenda & Recording Minutes;
  - Records Retention – Councillor Declarations, Election Records;
  - Financial Reporting including financial statements, bank reconciliation;
  - Assessment & Taxation including assessment roll confirmation, balanced tax roll with the GL, tax levies, tax enforcement, tax notices, receipting, etc.;
    - Gas Tax requirements
    - Asset management
    - Bylaws – Bylaw Register, Bylaw format
    - Payroll records including source deductions
    - SMHI procedures
    - Grant applications
    - Other “local” issues including development, road maintenance, gas & oil
  - Council meeting procedures;
  - Policy Development
- Wrap-up written documentation of summary visit – with recommendations, and champion good practices; with a copy sent to the Coordinator.

## **Minimum qualifications for the position include:**

- Rural Class A Certificate and in good standing;
- 10 years' experience as a Rural Administrator;
- Approval from current Council (if working) including permission to provide office space;
- Proficient with Microsoft Office Suite, Email, and other internet based software programs including Cloud based technology. Access to a computer would be required.

## **Key skills required:**

- Excellent listening skills, organization and time management;
- Professional oral and written communication;
- Attention to detail and ability to maintain confidentiality;
- Strong initiative and problem solving.

The TSS Advisor would be contracted for services with compensation at the rate of \$45.00 per hour. Meals and mileage will be reimbursed at the RMAA rate and accommodation as charged. Expense vouchers to be vetted by the Coordinator and then to RMAA ED for payment on a monthly basis.