



# RURAL BOARD OF EXAMINERS

Province of Saskatchewan

## RURAL MUNICIPAL ADMINISTRATOR "C" CERTIFICATE VERIFICATION FORM



Applicants Name: \_\_\_\_\_

If you answer "NO" to any questions, please attach an explanation.

R.M. of \_\_\_\_\_ No. \_\_\_\_\_

### 1. INTERPRET AND APPLY LEGISLATION

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

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

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### 2. KEEP ACCOUNTING RECORDS

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

	YES	NO
Assessing property	<input type="checkbox"/>	<input type="checkbox"/>
Preparing assessment roll	<input type="checkbox"/>	<input type="checkbox"/>
Preparing hail roll	<input type="checkbox"/>	<input type="checkbox"/>
Entering local improvement on tax roll	<input type="checkbox"/>	<input type="checkbox"/>
Preparing tax roll	<input type="checkbox"/>	<input type="checkbox"/>
Issuing receipts	<input type="checkbox"/>	<input type="checkbox"/>
Issuing invoices	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining accounts payable and receivable	<input type="checkbox"/>	<input type="checkbox"/>
Issing cheques	<input type="checkbox"/>	<input type="checkbox"/>
Entering data into books of original entry	<input type="checkbox"/>	<input type="checkbox"/>
Posting and balancing general ledger	<input type="checkbox"/>	<input type="checkbox"/>
Preparing monthly financial statements	<input type="checkbox"/>	<input type="checkbox"/>
Closing and balancing books at year end	<input type="checkbox"/>	<input type="checkbox"/>
Preparing annual financial statements	<input type="checkbox"/>	<input type="checkbox"/>
Preparing liability statements (other taxing authorities)	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining capital asset listing	<input type="checkbox"/>	<input type="checkbox"/>
Modelling and presenting tax policy options	<input type="checkbox"/>	<input type="checkbox"/>

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### 3. SECURE AND MANAGE FINANCIAL RESOURCES

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

	YES	NO
Forecasting revenue and expenditures	<input type="checkbox"/>	<input type="checkbox"/>
Determining availability and applying for grants	<input type="checkbox"/>	<input type="checkbox"/>
Performing long range financial planning	<input type="checkbox"/>	<input type="checkbox"/>
Preparing a budget	<input type="checkbox"/>	<input type="checkbox"/>
Preparing a capital budget	<input type="checkbox"/>	<input type="checkbox"/>
Performing tangible capital asset accounting	<input type="checkbox"/>	<input type="checkbox"/>
Recommending mill rates	<input type="checkbox"/>	<input type="checkbox"/>
Managing investments	<input type="checkbox"/>	<input type="checkbox"/>
Locating sources for financing	<input type="checkbox"/>	<input type="checkbox"/>
Arranging for borrowing	<input type="checkbox"/>	<input type="checkbox"/>
Selling debentures	<input type="checkbox"/>	<input type="checkbox"/>

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### 4. COLLECT REVENUES AND CONTROL EXPENDITURES

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

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

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### 5. WORK WITH ELECTED OFFICIALS

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

	YES	NO
Calling council/board meetings (as directed by Reeve)	<input type="checkbox"/>	<input type="checkbox"/>
Preparing agenda for meetings	<input type="checkbox"/>	<input type="checkbox"/>
Gathering information for meeting	<input type="checkbox"/>	<input type="checkbox"/>
Serving as secretary for council or board	<input type="checkbox"/>	<input type="checkbox"/>
Taking minutes at meetings	<input type="checkbox"/>	<input type="checkbox"/>
Presenting reports at meetings	<input type="checkbox"/>	<input type="checkbox"/>
Introducing delegates at meetings	<input type="checkbox"/>	<input type="checkbox"/>
Advising council or board	<input type="checkbox"/>	<input type="checkbox"/>
Advising on rules of order	<input type="checkbox"/>	<input type="checkbox"/>
Preparing written reports	<input type="checkbox"/>	<input type="checkbox"/>
Distributing minutes	<input type="checkbox"/>	<input type="checkbox"/>
Implementing council or board decisions and policies	<input type="checkbox"/>	<input type="checkbox"/>
Administering policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>
Liaising with other governmental jurisdictions	<input type="checkbox"/>	<input type="checkbox"/>
Preparing and arranging for public meetings	<input type="checkbox"/>	<input type="checkbox"/>

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### 6. PERFORM OFFICE FUNCTIONS

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

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

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### 7. MANAGE HUMAN RESOURCES

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

	YES	NO
Drafting job descriptions	<input type="checkbox"/>	<input type="checkbox"/>
Advertising for jobs	<input type="checkbox"/>	<input type="checkbox"/>
Interviewing applicants	<input type="checkbox"/>	<input type="checkbox"/>
Checking references	<input type="checkbox"/>	<input type="checkbox"/>
Arranging for bonding	<input type="checkbox"/>	<input type="checkbox"/>
Delegating to employees	<input type="checkbox"/>	<input type="checkbox"/>
Training employees	<input type="checkbox"/>	<input type="checkbox"/>
Motivating employees	<input type="checkbox"/>	<input type="checkbox"/>
Evaluating employee performance	<input type="checkbox"/>	<input type="checkbox"/>
Counseling employees	<input type="checkbox"/>	<input type="checkbox"/>
Handling employee grievances	<input type="checkbox"/>	<input type="checkbox"/>
Administering employee benefit plans	<input type="checkbox"/>	<input type="checkbox"/>
Processing workers compensation plans	<input type="checkbox"/>	<input type="checkbox"/>
Participating in collective bargaining	<input type="checkbox"/>	<input type="checkbox"/>
Interpreting union and other contracts	<input type="checkbox"/>	<input type="checkbox"/>
Preparing employee separation documents	<input type="checkbox"/>	<input type="checkbox"/>

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### 8. DEALING WITH PUBLIC

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

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

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**THIS PAGE IS TO BE COMPLETED BY THE APPLICANT**

### 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, \_\_\_\_\_ 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, \_\_\_\_\_ intend to further my professional growth by:

	YES	NO
Reading relevant literature	<input type="checkbox"/>	<input type="checkbox"/>
Participating in continuing education courses	<input type="checkbox"/>	<input type="checkbox"/>
Joining professional associations	<input type="checkbox"/>	<input type="checkbox"/>
Participating in professional conventions	<input type="checkbox"/>	<input type="checkbox"/>
Communicating with other administrators	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining professional dress code	<input type="checkbox"/>	<input type="checkbox"/>

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 Applicant)

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