

SGEU Up-in-Range

The following posting is in accordance with the clauses dealing with "In-Hiring Rate of Pay".

Permanent Full-time

CON003004 - Municipal Advisor

Ministry: Executive Government>030 Government Relations

Grade and Job: SGEU.11., CMA - SGEU

Salary Range: \$41.990-\$52.617

Rate Approved: \$43.000 per hour

Key Responsibilities of position:

The Ministry of Government Relations is seeking a highly motivated individual to join the Advisory Services and Municipal Relations (ASMR) team as a Municipal Advisor either at its main office located in Regina, or at an office located in Saskatoon. As part of the ASMR team, you will: - Confidently respond to inquiries from the public and municipal officials (elected and appointed) on a variety of topics pertaining to the acts, regulations and policies impacting municipal operations; - Create, plan and deliver education workshops and public information sessions; - Write clear and concise correspondence that provides clarity and influences audiences on the application of specific acts and regulations; and - Prepare analysis and briefing materials on issues in the municipal sector for senior officials.

To be successful in this role, you will bring: - An understanding of the acts, regulations and policies impacting Saskatchewan's municipal system; - Experience procedures of how municipal governments operate; - Experience interacting with the elected and the public; and - Awareness of the policy issues impacting Saskatchewan's municipal sector. The knowledge and abilities required for this position would typically be acquired through a combination of: - Experience as a municipal government administrator responsible for managing a municipality that operates pursuant to The Cities Act or The Municipalities Act; - Formal post-secondary training in a field related to the responsibilities of the position, such as public or business administration, planning or others; and - Completion of a certificate specific to Local Government Administration, such as the University of Regina's certificate in local government administration or the University of Alberta's National Advanced Certificate in Local Authority Administration.

Qualifications of person Appointed:

- Chief Administrative Officer - "C" Certificate;
- Class 2 Water Treatment;
- Class 2 Water Distribution; and
- 3 years related experience.

Submit challenges to staffing@gov.sk.ca

Closing Date: March 27, 2026