



The **Rural Municipal Administrators' Association (RMAA)** invites applications to serve in a dual role as **Secretary to the Rural Board of Examiners (BOE)** and **Program Coordinator for the Advanced Mentorship Program (AMP)**.

While these are two distinct positions with separate responsibilities and compensation structures, the RMAA Board is seeking a highly motivated individual who exemplifies exceptional organizational & communicational skills while maintaining professional capabilities of effectively fulfilling both positions. These positions will commence on January 2, 2026.

About the Roles:

Secretary to the Rural Board of Examiners (BOE)

The Rural Board of Examiners consists of one representative appointed by SARM, one representative appointed by the RMAA, and a Secretary jointly appointed by both organizations.

In this role, you'll play a key part in supporting the professional certification of rural municipal administrators across Saskatchewan.

Duties & Responsibilities:

- Administer, review, and process Rural Municipal Administrator Certificate applications (Acting Permits, Rural "C," Rural "A," and Rural "Superior A").
- Provide guidance and respond to inquiries from RM administrators and councils about certification requirements and regulations.
- Facilitate, prepare documents for BOE meetings and record meeting minutes
- Prepare written updated reports for the RMAA Board.
- Work collaboratively with BOE office inspectors during the advanced certification inspection and review process.
- Review and update inspection documents to reflect legislative and regulatory changes.
- Maintain and protect BOE records, both current and historical.
- Occasionally prepare and deliver presentations at the RMAA Annual Convention.

Minimum Qualifications Require

- At least five years of experience as a rural Administrator with a Rural Class "A" or a Rural Class Superior "A"
- Have Councils permission to spend the time required to perform BOE Secretary duties during regular office hours and safely store all BOE records

Compensation

The BOE Secretary's annual salary is 15% of the low end of the last increment in the Superior "A" RMAA/SARM suggested salary schedule. The successful application will also be immediately enrolled with the Municipal Employee's Pension Plan with no waiting period.

Advanced Mentorship Program (AMP) Coordinator

Facilitated by the RMAA, AMP provides opportunities for an experienced RM administrator to visit individual RM offices, offering mentorship, guidance, and professional support to enhance administrative practices.

Duties & Responsibilities:

- Promote and champion the AMP program through presentations, newsletters, and member communications.
- Respond to inquiries and participation requests from RM administrators.
- Coordinate and support AMP advisors throughout the visit, facilitation, and follow-up process.
- Prepare written program updates and an annual report for the RMAA Board.
- Create, maintain, and enhance AMP documents and electronic filing systems.

Compensation

- The salary for the AMP Coordinator will be negotiated during the hiring process.

Skillsets the Successful Candidate will possess:

- Exceptional communication skills, both written and verbal with a professional approachable style.
- Strong organizational and time management skills, with the ability to balance multiple responsibilities.
- A genuine desire to support RMAA members, elected officials, and the public with professionalism and respect.
- The ability to handle sensitive or complex discussions with tact, empathy, and fairness.

A mandatory three-month probationary period will commence from the start date at which time the Board will complete a performance review.

Qualified applicants are invited to submit a cover letter and resumes with three work related references by November 7, 2025 to:

RMAA Vice President
Box 10
Paynton, SK
S0M 2J0

Email: vicepresrmaa@sasktel.net
Fax: 306-895-4800

Thank you to all applicants for their interest, however only those selected for an interview will be contacted.