



Resort Village of Shields

Come Home to the Lake Life

Position Description: Temporary Full-Time Administrative Assistant

(Potential for Permanent Position)

About the Resort Village of Shields

The Resort Village of Shields is a vibrant lakeside community located 47 kilometers south of Saskatoon, nestled along the west shore of Blackstrap Lake. The village has a population of over 300 residents and an assessment base of approximately \$65 M. Shields is seeking a detail-oriented Administrative Assistant to support our municipal operations and contribute to the quality of life in our unique community.

Position Overview

Reporting directly to the Chief Administrative Officer (CAO), the Administrative Assistant will play a crucial role in maintaining the efficiency and effectiveness of municipal administration. This temporary position offers an exceptional opportunity to develop skills in local government operations with the potential for long-term employment.

Key Responsibilities

- Manage comprehensive front-line communication, responding to resident inquiries through multiple channels with professionalism and efficiency.
- Conduct detailed financial transaction reviews, ensuring accuracy in payment receipting and identifying potential discrepancies.
- Provide comprehensive administrative support to the CAO, including:
 - Preparing detailed Council meeting packages
 - Accurately recording and documenting meeting minutes
 - Assisting with financial record-keeping and reporting
- Support Golf Course administration with meticulous attention to operational details.
- Produce clear, concise, and professional communications including reports, newsletters, and correspondence.
- Assist with Permit applications & other pertinent tasks of a confidential nature.

Essential Skills

- Exceptional organizational and time management capabilities.
- Strong problem-solving skills.
- Ability to work independently and collaboratively.
- Excellent verbal and written communication.
- Proven ability to prioritize and manage multiple projects simultaneously.
- Commitment to community service and public administration.



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Required Qualifications

- Post-secondary diploma in Business Administration, Office Management, or related field.
- Strong preference for candidates with:
 - Certificate in Local Government Administration or equivalent.
 - Previous municipal or administrative experience
- Demonstrated proficiency in:
 - Microsoft Office Suite (Excel, Word, Outlook)
 - Web-based communication platforms
 - Quick learning of new software and technologies

Technical Requirements

- Advanced computer skills
- Proficiency in data entry and document preparation
- Ability to learn and adapt to municipal-specific software systems

Employment Details

- Term: Temporary full-time position (1 year), with potential for permanence
- Compensation: \$45,800 - \$55,200 annually (commensurate with experience)
- Probationary period: 3 months
- 40 hour work week

Application Requirements

- Comprehensive resume
- Detailed cover letter
- Three professional work-related references
- Current Criminal Record Check (required upon job offer)

Application Deadline Submit applications by January 25 at 4:00 PM to:

- Email: admin@shields.ca
- Mail: HR Committee, 8 Procter Drive, Shields, SK S7C 0A1

Only candidates selected for interviews will be contacted. We appreciate the time and effort of all applicants.