

# Rural Municipality of Mervin No. 499



<b>JOB TITLE:</b>	Administrative Support	<b>JOB CATEGORY:</b>	General Government
<b>Location:</b>	Turtleford, Saskatchewan	<b>Travel required:</b>	Occasional
<b>Reports To:</b>	Chief Administrative Officer	<b>Position type:</b>	Permanent Full Time Employment

## JOB DESCRIPTION

The Administrative Assistant – Infrastructure & Resources reports directly to the Chief Administrative Officer and provides comprehensive administrative support for the Rural Municipality of Mervin No. 499. This position focuses on supporting tracking municipal infrastructure assets, resources, and permits.

This role combines general office administration with coordination and documentation responsibilities related to public works. The Administrative Assistant – Infrastructure & Resources is expected to uphold confidentiality, remain impartial, and support the decisions of Council and Administration in a professional manner.

### Qualifications and Education Requirements

- High school diploma required
- Office Administration certificate preferred
- 1-2 years clerical or administrative experience preferred
- Strong computer skills
- Strong data entry skills
- Valid Driver's license

### Working Conditions

- Office-based position
- Regular public interaction
- Repetitive clerical and data-entry tasks
- Period peak workload
- Coordination with off-site contractors
- Multi-department coordination

### Personal Attributes

- Organized and detail-oriented
- Reliable and punctual
- Professional and courteous
- Strong customer service skills
- Ability to follow established procedures
- Able to manage repetitive tasks accurately
- Comfortable working independently and in a team environment

### Position Complexity Factors

- High-volume document handling
- Manage multiple financial functions simultaneously
- Maintain a high degree of accuracy and confidentiality
- Multiple tracking spreadsheets and filing systems
- Support of statutory and regulatory reporting processes
- Strict adherence to established procedures

### Technical Competencies

- Document formatting and assembly
- Data entry accuracy
- Proficiency with computerized accounting and financial management software
- Knowledge of accounts payable, accounts receivable, payroll administration, and taxation
- Strong mathematical, analytical, and problem-solving skills with exceptional attention to detail
- Spreadsheet maintenance
- File organization systems
- Scanning and digital file management
- Basic customer service communication

**Key RM Responsibilities:**

- General Administrative Support \*\* Second to answer phones, front desk, and receipting
  - Provide general administrative and clerical support to the CAO and Council.
  - Assist in preparing reports, correspondence, and municipal documents.
  - Maintain organized filing systems, correspondence logs, and records.
  - Greet and assist the public, providing information, and directing inquiries appropriately.
  - Provide administrative support to other staff when required to assist with operational priorities.
- Finance Back-up
  - Accounts Payable
  - Accounts Receivable
  - Payroll
- Municipal Infrastructure and Resource Tracking
  - Track and maintain records for municipal infrastructure, resources, and programs including gravel inventories, culverts, road segments, equipment usage, and related operational assets.
  - Prepare tracking summaries and supporting documentation for review by the CAO and presentation to Council when required.
  - Assist with administering special projects, including SARM Sustainable Canadian Agricultural Partnership programming, inventory, procurement, Right of Way Agreements, and Road Maintenance Agreements, including keeping a detailed record of such projects.
  - Gravel licensing and tracking.
  - One Call Line Locates and Civic Addressing – Back-up.
- Asset Management Support
  - Scanning and transmitting infrastructure documentation.
  - Maintaining asset-related files and folders.
  - Organizing supporting documentation for asset updates.
  - Maintaining tracking spreadsheets as directed.
  - Filing equipment maintenance records.
  - Preparing documentation packages as requested.
  - Coordination of document exchanges between internal staff and external resources.
  - Maintaining organized infrastructure documentation archives.
- Perform other duties, as assigned by the Chief Administrative Officer, that may include supporting special projects, assisting other employees when needed, and helping with seasonal tasks.

**New Appointees will undergo a probationary period of three (3) months.**

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**Last updated by:** Chief Administrative Officer

**Updated:** June 26, 2026

**Reviewed By:**

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