

Rural Municipality of Mervin No. 499

EMPLOYMENT OPPORTUNITY

Administrative Assistant – Development and Emergency Support

Location: Turtleford, Saskatchewan

Position Type: Permanent Full-Time

Opening Date: October 15, 2025

Closing Date: October 24, 2025, at 12:00 noon

The **Rural Municipality of Mervin No. 499** is seeking an organized, motivated, and detail-oriented **Administrative Assistant – Development and Emergency Support** to join our team. This position reports directly to the **Chief Administrative Officer (CAO)** and provides administrative and clerical support for municipal operations related to **planning, development, and emergency preparedness**. The role includes assisting with development and building permit applications, maintaining accurate records and resource tracking, and supporting municipal emergency planning documentation and communications.

Key Responsibilities

- Provide administrative support for planning, development, and emergency management functions.
- Track and maintain municipal records related to resource usage.
- Assist with receiving, reviewing, and recording development and building permit applications.
- Support the preparation and maintenance of emergency planning documentation, contact lists, and reports.
- Maintain organized records, correspondence, and filing systems.
- Assist with municipal communications, public notices, and digital updates.
- Provide general administrative support to the CAO and other staff as required.

Qualifications and Skills

- Minimum Grade 12 education.
- Post-secondary training in administration, public administration, planning, or emergency management would be an asset.
- Experience in a municipal government or office environment preferred.
- Familiarity with development permitting and emergency planning processes.
- Proficiency in Microsoft Office Suite and general office software.
- Strong organizational, communication, and customer service skills.
- Ability to work both independently and collaboratively in a team setting.

Additional Information

This is a full-time, in-office position based in Turtleford, SK, with occasional travel within the municipality. The position offers a dynamic work environment supporting both day-to-day operations and long-term municipal initiatives.

Application Process

Qualified applicants are invited to submit a resume, with references, and cover letter outlining their experience and qualifications **by 12:00 noon on October 24, 2025**, to:

Chief Administrative Officer

Rural Municipality of Mervin No. 499
PO Box 130, Turtleford, SK S0M 2Y0
Email: **rm499@rmofmervin.com**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Rural Municipality of Mervin No. 499



JOB TITLE:	Administrative Assistant – Development and Emergency Support	JOB CATEGORY:	General Government
Location:	Turtleford, Saskatchewan	Travel required:	Occasional
Reports To:	Chief Administrative Officer	Position type:	Permanent Full Time Employment

JOB DESCRIPTION

The Administrative Assistant – Development and Emergency Support 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 planning, development, and emergency preparedness functions, as well as tracking municipal resources and permits.

This role combines general office administration with coordination and documentation responsibilities related to public works, development activities, and municipal emergency planning.

The Administrative Assistant – Development and Emergency Coordination is expected to uphold confidentiality, remain impartial, and support the decisions of Council and Administration in a professional manner.

Qualifications and Education Requirements

- Possess a minimum of Grade 12 Education Diploma.
- Post secondary education in Administration, Public Administration, Planning and/or Emergency Management would be considered an asset.
- Experience working in a municipal government environment preferred.
- Valid Driver's license.

Working Conditions

- In-Office Position.
- Limited travel may be required.
- "Team Concept".
- Maintain confidentiality.
- Deal with simultaneous multiple demands which must be attended to "on the spot".
- Occasional peak periods require an accelerated work pace with deadlines creating pressure.
- Required to provide frontline public service.
- Occasionally required to deal with situations involving conflict or contentious interactions.

Personal Attributes

- Dependable, professional, adaptable.
- Approachable and work cooperatively within a team.
- Strong organizational and time management skills.
- Demonstrates integrity, accountability, and sound judgement.
- Excellent communication and interpersonal skills.

Preferred Skills

- Strong recordkeeping and documentation skills.
- Ability to interpret bylaws, policies, legislation, and regulations.
- Skilled in preparing reports, correspondence, and tracking spreadsheets.
- Experience assisting with development and/or planning documentation.
- Proficiency with Microsoft Office Suite and online communication platforms.
- Familiarity with websites and social media updates.
- Excellent written and verbal communication skills for public notices and correspondence.
- Understanding of municipal emergency plans and preparedness documentation.
- Ability to assist with maintaining emergency contact lists and training records.
- Competence in compiling reports and supporting exercises and/or meetings.

Key Responsibilities:

- Provide administrative support for planning, development, and emergency management functions.
- Track and maintain municipal records related to resource usage.
- Assist with receiving, reviewing, and recording development and building permit applications.
- Support the preparation and maintenance of emergency planning documentation, contact lists, and reports.
- Maintain organized records, correspondence, and filing systems.
- Assist with municipal communications, public notices, and digital updates.
- Provide general administrative support to the CAO and other staff as required.

RM Duties Include:

- Administrative Support
 - 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.
- Municipal Resource Tracking
 - Track and maintain records for municipal resources and programs including gravel, culverts, roads, and equipment.
 - Record and reconcile data related to municipal operations, projects, and resources.
 - Compile tracking summaries for review by the CAO and Council.
- Development and Permitting
 - Assist with receiving, reviewing, and logging building and development permit applications.
 - Maintain accurate permit records and tracking documentation.
 - Respond to public and contractor inquiries regarding development processes and policies.
 - Support the preparation of planning or development-related reports and correspondence.
- Emergency Planning
 - Assist with maintaining and updating the RM's emergency planning documentation and contact lists.
 - Record training activities, resources, and exercises related to emergency preparedness.
 - Provide administrative support for Emergency Measures Organization meetings and communications.
 - Assist with drafting emergency notices and maintaining awareness materials.
- Communications and Technology
 - Maintain the RM's website and social media accounts;
 - Publish updates, public notices, and community information as approved;
 - Assist with the preparation and formatting of digital and print communications; and
- 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.

Last updated by: Chief Administrative Officer

Updated:

October 14, 2025