



Twin Rivers Planning District and Group Employment Opportunity

Part-time Administrator

Expired: When Filled

The Twin Rivers District is a collaborative network of municipalities formed in 2008 to strengthen inter-municipal relationships and pursue regional opportunities. Framed by the North and South Saskatchewan Rivers, the group focuses on initiatives such as regional planning, infrastructure improvement, protective services, waste management, emergency preparedness, new hospital initiative, and more. Guided by a vision of building a safe, prosperous, and progressive region through mutual respect, the group operates under a cooperative model where decisions are referred back to individual councils. Today, Twin Rivers continues to champion regional collaboration through planning updates, grant applications, and partnerships with various provincial organizations to enhance investment readiness and community well-being.

The Twin Rivers Planning District and Group invites applications from qualified people for the position of part-time Administrator. This role is a Town of Rosthern position and is currently remote, based from home. In the future, it may be relocated to another municipal office within the district. The position is permanent part-time, averaging 30 hours per month, with the potential to transition to full-time.

Reporting to the Town of Rosthern CAO, this person will be required to attend district meetings, take minutes, prepare agendas, correspondence and reports, research grants and prepare grant applications, keep accounting records, liaise with government departments and work with municipal administrators and Councils within the district.

Qualifications:

- Excellent public relations skills
- Excellent written and verbal communication skills
- Computer skills
- Accounting skills
- Municipal knowledge would be a definite asset

Hourly wage range for this position is \$26.28 to \$30.21 and will be based on experience and qualifications. This wage range is based upon the Town of Rosthern Wage Compensation grid.

Candidates for this position are invited to submit applications detailing qualifications, experience, education, and three (3) references to:

Cortney Larsen, CAO
Town of Rosthern
PO Box 416
Rosthern, SK S0K 3R0
Phone: (306)232-4826
Email: cao@rosthern.com

Only those individuals selected for an interview will be contacted.



JOB DUTIES

POSITION TITLE: TWIN RIVERS ADMINISTRATOR

REPORTS TO: Town of Rosthern CAO

REPORTS: None

Date APPROVED:

Date REVISED: October 2025

POSITION SUMMARY:

- The Twin Rivers (TR) Administrator provides administrative, coordination, and research support to two interconnected entities:
 - Twin Rivers Group – a collaborative network of municipalities working on regional services and opportunities.
 - Twin Rivers District Planning Commission – a formal body overseeing land-use planning under *The Planning and Development Act, 2007*.
- This role involves attending meetings, preparing agendas and minutes, managing correspondence, researching and applying for grants, and supporting regional projects. The successful candidate will be highly organized, able to work independently, and comfortable liaising with municipal administrators and external consultants.

PRIMARY DUTIES:

- Provide administrative and coordination support for the TR Group and TR District Planning Commission.
- Prepares agendas, attends meetings, records and distribute minutes, and maintain accurate records for:
 - TR District Planning Commission,
 - TR Group (Mayor/Reeve, Administrators, and/or 1 to 2 Councillors from each partnering municipality),
 - TR Administration,
 - TR Public Works Department, and
 - TR Fire and Rescue Department along with other municipalities.
- Draft correspondence and manage communications between municipalities and external stakeholders.
- Research, prepare, and submit grant applications, complete follow-up reporting.
- Support regional initiatives such as but not limited to:
 - Twin Rivers District Plan
 - New hospital project
 - Emergency measures organization,
 - SK investment readiness initiative,
 - Community safety programs,
 - Household hazardous waste program, and
 - Website creation and regional promotion.
- Liaise with municipal administrators, consultants, and government agencies to ensure compliance with planning agreements.

- Maintain and update records, reports, and documentation related to inter-municipal collaboration.
- Perform additional duties as assigned by the participating municipal CAO and Administrators.

SPECIFICATIONS:**Experience & Qualifications**

- Post-secondary education in Administration, Business, Planning, or related field preferred.
- Experience in municipal government or planning and development is an asset.
- Strong computer skills (Microsoft Office Suite and web-based applications).
- Excellent written and verbal communication skills.
- Ability to work independently and manage multiple priorities.
- Grant writing and research experience is advantageous.

Accountability/Responsibility

Under the general direction of the CAO, the TR Administrator is responsible for planning, coordinating, and implementing administrative and operational support for TR initiatives. This includes attending meetings, managing records, and facilitating projects that enhance regional collaboration.

UNIQUE POSITION REQUIREMENTS

- 1) Regular contact with municipal administrators, CAO, and Council members.
- 2) Ability to work flexible hours, including evenings and weekends if required.
- 3) Work independently from a remote environment.
- 4) Strong interpersonal skills with professionalism and diplomacy in all interactions.

EQUIPMENT AND IT/SOFTWARE OPERATED OR USED:

Microsoft Outlook, Word, Excel, PowerPoint, Publisher, phone, copier/printer, and web-based programs (e.g., Canva, municipal websites, social media platforms). Will be given a laptop for use.
