



Rural Municipal Administrator Internship Program

INTERN APPLICATION GUIDE

The Career

Municipal administration is a rewarding career that takes a special kind of person. A municipal administrator enjoys dealing with people, wants to make a significant impact in their community, and is of the highest integrity and professionalism.

Duties of an administrator in a rural municipality (RM) are varied and interesting, and as an intern you will work under the authority of provincial legislation and direction of the host municipality's council. Some work areas include managing municipal operations and services, elections, revenues and expenditures of the municipality, bylaws, planning and development, interpreting and applying legislation, maintaining good communications and public relations, assessment and taxation, financial records and budgeting.

As a testament to this vocation, many administrators have chosen to stay in the profession for more than 30 years. Certified municipal administrator salaries vary by municipality and experience and can range from \$50,000 to \$100,000.

The Internship

Placements will be a 52-week paid position in a rural municipal office located in a rural area in Saskatchewan.

As an intern, you must be interested in a career in municipal administration, prefer to work in an office, enjoy meeting people and would like to make your home in the neighborly atmosphere of a rural community. You will experience life in a community that is welcoming and will gain work experience in all areas of municipal administration.

If this sounds like your ideal career, we welcome your application and look forward to having you as part of this exciting initiative. Benefits of being a municipal administrator Intern include:

- 52-weeks of employment, with a minimum salary of \$42,000;
- An opportunity to learn about local government;
- More than 1,800 hours of work experience which, when combined with the Local Government Administration Program (U of R) or the Business Diploma – Municipal Administration program (Saskatchewan Polytechnic), would meet the certification requirements of the Rural Board of Examiners; and
- A chance to experience being a leader in a community, with a promising career at the outset.

Selection Criteria

You **MUST** meet the following minimum eligibility criteria to be considered for an internship position:

- ☐ Not currently employed as a municipal administrator;
- ☐ Be willing to complete the Certificate in Local Government Administration through the University of Regina or the Business Diploma – Municipal Administration through Saskatchewan Polytechnic (if necessary) to meet the requirements of the Rural Board of Examiners;
- ☐ Have a desire to experience and learn the core functions of a municipality;
- ☐ Be bondable; and
- ☐ Be willing to relocate to host municipality, if necessary.
- ☐ Work or volunteer experience that is related to the skills needed in municipal administration; and

Application Process

- ☐ RMs that apply to Rural MAIP most often jointly apply with an intern. Interested Interns are therefore encouraged to contact RMs where they are interested in interning. Contact information for Saskatchewan RMs can be found online at: <http://www.mds.gov.sk.ca/apps/Pub/MDS/welcome.aspx>
- ☐ Applications from interested interns are also accepted on an ongoing basis. They are kept on file and shared with RMs that contact the Saskatchewan Association of Rural Municipalities (SARM) looking for potential interns. Host RMs can then contact interns they are interested in interviewing for an internship in their RM.
- ☐ Once an Intern has a host RM interested in hosting them for an internship, both the Host RM and Intern Applications will be evaluated by a committee consisting of officials from SARM and the Rural Municipal Administrators' Association (RMAA).
- ☐ The applications are reviewed to ensure both the intern and host meet the criteria of the Rural MAIP Program. The review process can take 2 to 3 weeks.

Note: Internship placements do not guarantee a position at the end of the 52-week term.

Rural Municipal Administrator Internship Program **INTERN APPLICATION FORM**

Please include this document with your application package.

To apply for an internship placement, complete the following sections as part of your application package. Be sure to include all supporting documentation.

Note: Incomplete packages may not be considered.

Information to include in application package:

- ☐ Contact information;
- ☐ Cover letter and resume;
- ☐ Transcripts from most recent or post-secondary institutions attended (photocopies are acceptable); and
- ☐ 3 letters of reference (e.g. character, work/volunteer, education).

Note: A criminal record check may be requested.

Contact Information

Name: _____

Address: _____

Telephone: _____

Email: _____

Cover Letter

In 3 pages or less please outline how you meet each of the selection criteria listed in the Intern Application Guide. It should also include information about:

- ☐ Your connection to rural Saskatchewan, or your interest in exploring a career as a municipal administrator;
- ☐ Your long-term career goals and objectives;
- ☐ Why you think you should be chosen as an intern; and
- ☐ If chosen, where are your preferred locations in the province

Resume

Your resume should contain information regarding:

- ☐ Current contact information (address, phone, email)
- ☐ Your educational background
- ☐ Previous work experience
- ☐ Relevant skills and attributes; and
- ☐ Other information that may be of interest to a potential host municipality.

Transcripts

Please include transcripts from your high school and the post-secondary education institutions you have attended.

Your transcripts will provide potential host municipalities with your course marks and the types of courses taken that may be relevant to municipal administration.

Unofficial transcripts, such as photocopies, will be acceptable.

Letters of Reference

Please include **3** personal letters of reference (e.g. character, work/volunteer, education) in your application package.

Your letters of reference should be written specifically for the Internship Program, be relatively current, and can be from any source.

Reference letters provide an additional way for host municipalities to verify and assess your skills and personal attributes.

Submit your completed application package to:

Dustin Resch
Saskatchewan Association of Rural Municipalities
E-mail: dresch@sarm.ca
Phone: 306.761.3945, Fax: 306.757.2141
2301 Windsor Park Road, Regina, SK S4V 3A4

For more Information:

Visit our website at <http://sarm.ca/programs/sarm-programs/maip>