

RURAL MUNICIPAL ADMINISTRATION: a rewarding career right here at **home**.

An exciting and diverse career in municipal administration is waiting for you!

Make a real difference in a Saskatchewan community.

A chance to lead your community into the future.

About Rural Administrators

Rural municipal administrators are integral to the operations of all rural municipalities. They are the main point of contact between ratepayers, councils, and governments. They contribute to the overall sustainability of the community. They are in touch with everything in their rural municipalities (RMs) from bylaw enforcement, to taxation, to celebrating

community milestones. It's a diverse and challenging career that is rewarding and offers a chance to make a real difference in your community. In most rural areas,

the municipal office is the hub of the community.

If you are interested in municipal administration, are of the highest integrity, enjoy meeting people, prefer to work in an office, and would like to make your home in the neighborly atmosphere of a rural community, this may be the career for you.



It is possible to complete your education and become a certified rural administrator in one year!

What They Actually Do

Duties of an administrator are varied and interesting; they work under the authority of provincial legislation and direction of the municipality's council. Sample duties include:

- Administration and Governance

- Legislated Duties
- Working with Elected Officials
- Running Elections
- Budgeting and Financial Reporting
- Revenue and Expenditures
- Managing Human Resources
- Public Relations and Communications

- Community, Landuse, and Infrastructure Planning
- Recreation Programs and Services
- Taxation Procedures
- Formulation and Processing of Bylaws
- Economic Development
- And more.

Salary and Benefits Opportunities

Who can become an administrator?

The salary of an administrator is based on certification and years of experience, but the general range is \$50,000 to \$100,000 per annum. In addition, an attractive pension plan, vacation days, and benefits plan are available to administrators.

Recent surveys indicate that about half of Saskatchewan's municipal administrators anticipate retiring or leaving the field in the next ten years. There will be vacancies in rural Saskatchewan that need to be filled by qualified administrators. Will you be one of them?

Anyone who has the drive to succeed, the desire to make a difference, the skills, the education and the certification can become a rural municipal administrator.



Many administrators have chosen to stay in the profession for more than 30 years!



Visit page 6 & 7 for more information about the LGA Program at the University of Regina and the Business Diploma - Municipal Administration Program at Saskatchewan Polytechnic.

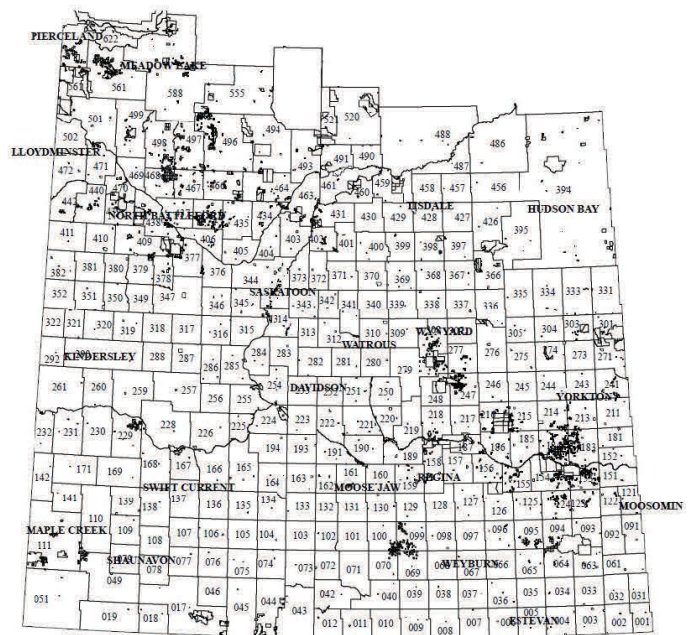


Money management skills are vital—all money in and all money out—sometimes millions of dollars—goes through the administrator.

Rural Municipalities (RMs) in Saskatchewan

Every municipality in Saskatchewan requires a qualified administrator.

Saskatchewan has 296 rural municipalities.



Skills You Need

Because of the variety of duties and ever-changing environment, administrators need to have communication skills, analytical and problem solving skills, leadership skills, change management skills, and technical skills. Some come from the education, the rest from the experience.

Education and Certification

The preferred educational option for rural administration is the Local Government Administration (LGA) Certificate Program, the Advanced Local Government Administration Certificate Program offered by the University of Regina or the Business Diploma in Municipal Administration offered by Saskatchewan Polytechnic.

These programs will give students a solid foundation of knowledge to build on. Both programs can be offered as distance learning, allowing students to work and live in their rural community while getting their education. More information about each program can be found on page 6 & 7.

Certification as an administrator comes from meeting the educational requirements and completing one year (1,800 hours) of satisfactory service as an assistant administrator or an acting administrator in a municipality. Other education programs and qualifications may be considered towards the educational component of certification.

How Long it Takes

It is possible to complete your education and become a certified rural administrator within 1-3 years. For the educational component, Year 2 of the Municipal Administration - Business Diploma will have 12 classes (6 per semester) and the LGA

has 5 courses that will focus on the major components of municipal administration. There are opportunities to participate in a year-long paid internship program that could be completed concurrently with the distance courses. This would provide

the student with the hours of service and education necessary to become certified. If a student does not participate in the internship program, there are a number of other training sites around the province in municipal offices that can provide the hours of service necessary.

Tools For Your Success

There are tools available to assist you in becoming a rural municipal administrator:

SARM Rural Municipal Administration Scholarship Program

There are **three \$1,000 scholarships** available to students enrolled in the LGA or Municipal Administration - Business Diploma programs. More information is on page 5, or available online at <http://www.sarm.ca/sarm/memberservices/rmasp>.

Saskatchewan Rural Municipal Administrator Internship Program (MAIP)

MAIP is a 52-week **paid municipal administrator internship program** available around the province that allows interns to complete the necessary hours for certification while being paid and/or taking the LGA courses. More information is on page 4, or online at http://www.sarm.ca/aboutsarm/member_services/MAIP/.

AT A GLANCE

Becoming a Certified Rural Municipal Administrator:

◇ Complete High School Diploma



◇ Enrol in the LGA or the Municipal Administration - Business Diploma programs, successfully complete all courses



◇ Work in a RM office full-time for one year (1,800 hours)



◇ Apply for certification from the Rural Board of Examiners

Total Cost:
about **\$5,000**
Total Time: As little as one year

Rural Municipal Administrator Internship Program (**MAIP**)

About Rural MAIP

In order to help address the projected need for rural municipal administrators in the near future, the Saskatchewan Association of Rural Municipalities (SARM) funds and administers the Rural Municipal Administrator Internship Program (MAIP). The program provides funding for rural municipalities to train and mentor selected interns in the field of Municipal Administration; host rural municipalities receive a grant to cost-share the intern's salary.

This rural program provides an opportunity for interns to gain experience working in a rural municipal office, while meeting the requirements of the Rural Board of Examiners for professional certification.

The Internship

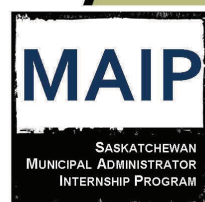
Rural MAIP offers 52-week paid internship placements in rural municipalities across the province. These placements offer an intern hands-on training in municipal administration, while meeting the requirements of the Rural Board of Examiners. At the end of the placement, it is possible for the intern to be certified as a municipal administrator and begin working in the field.

A successful intern candidate must be interested in a career in rural municipal administration, prefer to work in an office, enjoy meeting people, and make a home in the neighbourly atmosphere of a rural community. In return, the intern will experience life in a community that cares and is welcoming, and gain essential work experience in all core areas of municipal administration.

The Timeline

Rural MAIP has a continuous application intake that allows SARM to accept applications from both RMs and potential interns on an ongoing basis. Applications may be e-mailed, faxed, or mailed to SARM.

More information and applications forms for the Rural MAIP are available at http://www.sarm.ca/aboutsarm/member_services/MAIP/ or by contacting SARM at sarm@sarm.ca, or 306.757.3577.



SARM Rural Municipal Administration Scholarship Program

The Saskatchewan Association of Rural Municipalities (SARM) recognizes the vital role administrators play in all facets of municipal governance in rural Saskatchewan and is committed to developing and promoting the profession. As part of this effort, SARM has developed the Rural Municipal Administration Scholarship Program.

The SARM Rural Municipal Administration Scholarship Program is for students enrolled in the Local Government Administration Certificate Program at the University of Regina or the Business Diploma - Municipal Administration program at Saskatchewan Polytechnic. Three scholarships of \$1,000 each will be awarded annually, paid at the end of the completed semester. Applications must be received by SARM no later than **October 15th** and must be supported by confirmation of enrolment during the current year. Selection is based on academic achievement, demonstrated interest in administration as a career in rural Saskatchewan, contributions to and knowledge of rural Saskatchewan.

RURAL MUNICIPAL ADMINISTRATION SCHOLARSHIP CRITERIA

Deadline: October 15

Donor: SARM

Value: \$1,000

Number of Scholarships: 3

Field of Study: Local Government Administration (LGA) Certificate Program, University of Regina or the Municipal Administration - Business Diploma, Saskatchewan Polytechnic

Minimum Credit Hours: 3-6 in the LGA or Municipal Administration - Business Diploma programs

Selection Based on these Criteria:

- Evidence that the student is registered and remains registered in 3-6 credit hours in the LGA or Municipal Administration - Business Diploma programs through the term in which the scholarship is awarded.
- Not be participating in a tuition reimbursement program.
- High School and/or Post-Secondary Transcripts.
- Letter of reference from a teacher, employer, or community leader.
- An essay demonstrating interest in administration as a career in rural Saskatchewan and contributions to and knowledge of rural Saskatchewan.

Contact Details: SARM, 2301 Windsor Park Road, Regina, SK S4V 3A4 306.757.3577, 1.800.667.3604 sarm@sarm.ca.

Application: Application forms available at <https://sarm.ca/programs/maip>



Local Government Administration (LGA) Certificate Program

About the LGA

The LGA Certificate Program and Advanced LGA Certificate Program at the University of Regina are the preferred educational option for rural administration in Saskatchewan. This program provides an excellent introduction to local government practices and provides the knowledge required to successfully carry out the responsibilities of a local government administrator. You will expand your understanding about how local governments fit into the democratic system and how municipalities operate. The LGA is offered through the Centre for Continuing Education and is available to students through distance learning and intensive, week-long classes.

Admission Requirements

Students who have never attended the University of Regina must submit a completed admission form, and a non-refundable application fee. There is open admission for students 21 years of age or older who do not have a High School Diploma. Contact the Student and Instructor Services office for other admission options.

Required Courses

To achieve the LGA certificate, you must successfully complete the following:

LG200—Introduction to Local Government Administration

LG202—Local Government Legislation and Statute Law

LG204—Basic Accounting Practices

LG206—Local Government Accounting

LG208—Special Topics in Local Government

The Advanced LGA Certificate is achieved by completing 30 total credit hours, including the courses listed above.

Registration and More Information

To register for the LGA program or for more information, contact the Student and Instructor Services at:

Centre for Continuing Education, University of Regina
Room 104, College Building
College Avenue and Scarth Street, Regina, SK S4S 0A2
Phone: 306.585.5807, Fax: 306.585.5825,
E-mail: lga@uregina.ca.
Web: www.uregina.ca/cce

In person: Room 104, 2155 College Avenue
(College Avenue and Scarth Street)

Realize. Local government as big opportunities.



Local Government Authority Certificate

Business Diploma - Municipal Administration Program

About the Municipal Administration - Business Diploma

The Municipal Administration specialty will give you the skills you need to successfully manage the day-to-day operations of a town or municipality. For the first time in Saskatchewan, this specialty offers applied learning at the diploma level that will prepare you for success as a senior government manager or official. This specialty has been developed in partnership with the following organizations: Saskatchewan Urban Municipalities Association (SUMA), Saskatchewan Association for Rural Municipalities (SARM), Urban Municipal Administrators' Association of Saskatchewan (UMAAS), Canadian Association of Municipal Administrators (CAMA) and the Saskatchewan Ministry of Government Relations. The curriculum has been developed based on the direction of these organizations and their members to ensure graduates are prepared for demanding and rewarding roles in municipal administration.

Key learning outcomes of the specialty include managing human resources and labour relations in a municipality, applying municipal laws, ordinances, and protocols, developing strategic communication, interpersonal and project management skills, applying principles of municipal accounting and risk management by implementing tax laws, financial reporting protocols, and protocols for managing public utilities. With 10 courses developed specifically to address the job requirements of senior government managers and officials, this program will equip you with the specific knowledge, skills and attitudes you need for a successful career in municipal administration. Additionally, this specialty is offered online so that you can complete the program from anywhere, anytime, and at a pace that works for you. This flexible delivery model allows you to continue working while you upgrade your knowledge and skills.

Courses Include:

- Functions of Structures of Local Government
- Human Resources Management
- Communicating with Stakeholders
- Municipal Accounting and Finance
- Developing Grant Proposals
- Delivery of Community Services
- Laws of Municipal Government
- Labour Relations
- Asset Management
- Leadership Development
- Project Management
- Conflict Management
- Strategic Planning

*Find a full course/semester list on the Saskatchewan Polytechnic website.

Registration and More Information

To apply please visit the Saskatchewan Polytechnic website: <https://saskpolytech.ca/admissions/apply-and-register/apply-now.aspx>

If you have any questions regarding the part-time delivery of this program, please contact the student advisor for School of Business Continuing Education students, Twyla Verhelst at twyla.verhelst@saskpolytech.ca or by phone at 306-690-3188.

Want to Know More?

Any of the following organizations would be happy to assist you in finding out more about rural municipal administration as a career, about education and certification for a career in rural municipal administration, or about living and working in rural Saskatchewan.

The Saskatchewan Association of Rural Municipalities (SARM)

2301 Windsor Park Road, Regina, Saskatchewan S4V 3A4

Phone: 306.757.3577, Fax: 306.565.2141, E-mail: sarm@sarm.ca

Web: www.sarm.ca

The Rural Municipal Administrators Association of Saskatchewan (RMAA)

Box 370, Wolseley, SK, S0G 5H0

Phone: 306.698.2522, E-mail: rmaa@sasktel.net

Web: www.rmaa.ca

The Rural Board of Examiners

Box 388, Rosetown, SK, S0L 2V0

Phone: 306.882.2314, E-mail: rural.board.exam@sasktel.net

The Local Government Administration Certificate Program

Student and Instructor Services

University of Regina, Centre for Continuing Education

3737 Wascana Parkway, Regina, SK, S4S 0A2

Phone: 306.525.5807, E-mail: lga@uregina.ca

Web: www.uregina.ca/cce

Business Diploma - Municipal Administration

Enrolment Services

Saskatchewan Polytechnic

Phone: 1.866.467.4278, E-mail: askaquestion@saskpolytech.ca

Web: www.saskpolytech.ca

Published by the

Saskatchewan Association of Rural Municipalities

The Saskatchewan Association of Rural Municipalities is the independent association that represents all rural municipal governments in Saskatchewan and is the principal advocate in representing them before senior governments. SARM proudly takes on its role as the voice of rural Saskatchewan.

The Association takes direction from its members and forms its policy accordingly. A great deal of SARM's strength comes from the fact that 296 rural municipalities are voluntary members.



SARM
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