



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 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

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 neighbourly atmosphere of a rural community. You will experience life in a community that cares and is welcoming, and will gain work experience in all core areas of municipal administration. Placements will be 52-week paid positions in a municipal office located in a rural area in Saskatchewan.

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 \$36,000;
- An opportunity to learn about local government;
- More than 1,500 hours of work experience which, when combined with the Local Government Administration Program, 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 or assistant administrator;
- Completed at least some post-secondary education or relevant work experience in the areas of Local Government Authority, Commerce, Administration, or Public Administration;
- Be willing to complete the Local Government Authority Program through the University of Regina (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.

Other applicable experience or attributes:

- Work or volunteer experience that is related to the skills needed in municipal administration; and
- Personal ties or experience living and working in a rural community.

How to Apply

To apply for an internship placement, complete the Intern Application Form, attach supporting documentation, and submit by e-mail, fax or mail at any time to:

Rural Municipal Administrator Internship Program - MAIP
Attention: Shelley Kilbride
Saskatchewan Association of Rural Municipalities
E-mail: skilbride@sarm.ca
2075 Hamilton Street, Regina, SK S4P 2E1
Phone: 306.761.3729, Fax: 306.565.2141

Selection Process

Intern applications will be evaluated by a panel consisting of officials from the Ministry of Municipal Affairs, Saskatchewan Association of Rural Municipalities, and the Rural Municipal Administrators' Association.

Potential interns will be contacted for an interview by the panel once a possible host RM match is found. The interview process will provide an opportunity for the panel to ask questions relevant to your application package and the selection requirements, and will provide an opportunity for you to ask questions you may have. While every

intern may not be matched with their first choice, every effort possible will be made to ensure interns are in a suitable location.

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

More Information

Visit our website at [http://www.sarm.ca/aboutsarm/member services/MAIP](http://www.sarm.ca/aboutsarm/member_services/MAIP), or contact:

Shelley Kilbride
Saskatchewan Association of Rural Municipalities
E-mail: skilbride@sarm.ca
Phone: 306.761.3729, Fax: 306.565.2141

OR/

Laurel Feltin
Saskatchewan Association of Rural Municipalities
E-mail: lfeltin@sarm.ca
Phone: 306.761.3733, Fax: 306.565.2141

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

Three 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 and Resume

A cover letter should briefly, but thoroughly, 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?

Note: Please keep your cover letter to three pages or less.

Your resume should contain information regarding:

- Your educational background,
- Previous work experience;
- Relevant skills and attributes; and
- Other information that may be of interest to a potential host municipality.

Ensure your resume contains your current contact information, including mailing address, phone number, and e-mail address.

Transcripts

Please include transcripts from your most recent, or post-secondary education institutions 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 three personal letters of reference (e.g. character, work/volunteer, education) in your application package. Your three 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:

Rural Municipal Administrator Internship Program - MAIP
Attention: Shelley Kilbride
Saskatchewan Association of Rural Municipalities
E-mail: skilbride@sarm.ca
2075 Hamilton Street, Regina, SK S4P 2E1
Phone: 306.761.3729, Fax: 306.565.2141