

CITY HALL OFFICE HOURS
202 Burrows Ave. W.
Mon. - Fri. 8 a.m. - 4:30 p.m.
752-5911
www.cityofmelfort.ca



Next City Council Meeting
MONDAY, NOV. 3/08, 5:00 p.m.
Everyone is welcome to attend.

EMERGENCY
911
Police • Fire • Ambulance

CITY HALL - 752-5911
FAX - 752-5556
After Hours City
Emergency - 752-5921

Facility Bookings - 752-7906
Northern Lights Palace - Info Line - 752-2177
Pool Bookings/Office - 752-7200
Arena Box Office - 752-9399

Water Services - 752-7935
Landfill - 752-3242
Control Burns - 1 - 866-404-4911
Special Needs Transit - 752-5600



Invites applications for the position of:
CITY TREASURER/ASSESSOR

The City of Melfort, Saskatchewan, requires a City Treasurer/Assessor who reports directly to the City Manager. The position is a Senior Management Position that oversees a staff of four in the Finance Department.

The individual we seek must possess the following, along with other abilities, skills and knowledge:

- Strong leadership skills.
- Strong managerial and administrative skills.
- Strong organizational skills.
- Superior communication skills
- Strong report writing and presentation skills.
- A recognized professional accounting designation from a recognized post-secondary institution in Commerce, Business Administration or related discipline.
- Previous experience in finance and business planning in municipal government would be a definite asset.
- Knowledge of current computer information systems technology (software and hardware).
- Knowledge of computer graphic information systems.
- Thorough understanding of related legislation.
- Ability to perform at a managerial level is essential, including effective supervisory, coaching and human resource management.

Salary will be commensurate with training and experience.

Visit the City of Melfort website at www.cityofmelfort.ca to view the full position description and responsibilities.

Only applicants receiving an interview will be contacted.

Submit applications by **4:30 pm, Friday, November 7, 2008**, to:

John Wade, City Manager
City of Melfort
Box 2230, Melfort, SK S0E 1A0
j.wade@cityofmelfort.ca

Volunteers still needed for Project Porchlight!!

We still need volunteers to donate about 2.5 hours of their time for Project Porchlight, a campaign to promote energy conservation through distribution of free CFL bulbs to households, sponsored by SaskPower Eneraction and administered by OneChange. Community groups, families and friends can all get involved in this important initiative. All volunteers will receive a brief training session.

Volunteer on-line at www.project-porchlight.com or call Heather Audette at 306-752-5911.

Replacing even one incandescent bulb with a 15-watt CFL in each of Canada's 12 million households could save up to \$73 million a year in energy costs. It would also reduce GHG emissions by approximately 397,000 tonnes - the equivalent of taking more than 66,000 cars off the road each year! As our slogan says, "Simple Actions Matter".

***For more information, contact
Heather at the City of Melfort,
306-752-5911.***



Invites applications for the position of:
DIRECTOR OF WORKS & UTILITIES

The City of Melfort, Saskatchewan, requires a Director of Works & Utilities who reports directly to the City Manager. The position is a Senior Management Position that oversees a staff of 10 to 12, through a Works & Utilities Foreman.

The individual we seek must possess the following along with other abilities, skills and knowledge:

- A thorough knowledge of principles and practices of civil engineering.
- Ability to direct and evaluate the work of consulting engineers.
- Ability to speak and write effectively.
- Conversant in computer operation and use.

Qualifications required are:

- Graduation from a University or Technical Institute in the field of Civic Engineering.
- Experience working in a municipal setting based on several years of related experience.

Salary will be commensurate with training and experience.

Visit the City of Melfort website at www.cityofmelfort.ca to view the full position description and responsibilities.

Only applicants receiving an interview will be contacted.

Applications will be accepted until a suitable candidate is found

Submit applications to:

John Wade, City Manager
City of Melfort
Box 2230, Melfort, SK S0E 1A0
j.wade@cityofmelfort.ca