

Requirements to become an Urban Municipal Administrator in Saskatchewan

All urban municipalities in Saskatchewan must employ an Administrator who possesses a valid certificate from the Urban Board of Examiners.

There are 3 levels of certification depending on education and experience. A **Standard certificate** is the minimum certificate required for an urban municipality.

There are 2 requirements to obtain a Standard Certificate:

1) Education :

The applicant must possess one of the following:

- a) Local Government Authority Program from the University of Regina
- b) 2 year Public Admin or business admin certificate from a college or technical institute acceptable to the board
- c) a degree in commerce, business or public admin from an accredited university

2) Experience:

Applicants must have a minimum of 1800 hrs (1 year) of experience in a municipality & demonstrate proficiency in a prescribed list of list of duties.

Generally the best way to be trained is to work in a municipality as an assistant administrator, etc under the supervision of a certified administrator. The supervising administrator can then fill out the required training document to submit with the Standard application after a year, providing the applicant also has the required education.

Uncertified people may apply for jobs as urban administrators. If hired they would apply to the Board of Examiners for a Conditional Certificate. This certificate would allow them to work as an administrator until they qualify for a Standard certificate. During this time the applicant must be mentored by a qualified mentor. After a minimum of 1800 hrs the applicant would be required to have an independent office inspection. Generally Conditional certificates can be issued for a period of up to 2 years (the usual time to complete the LGA program) but the length depends on each individual applicant's situation.

People who possess other educational qualifications would have to have their transcripts reviewed by the University of Regina to determine what credit, if any could be given toward the Local Government Authority program.

A Standard certificate can also be granted to anyone who possesses a certificate of qualification from a fraternal municipal body in another province.