

EMPLOYMENT OFFER

2ND External Posting

1.0 POSITION

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| 1.1 Title: | Interim Director General / Clerk-Treasurer |
| 1.2 Immediate Supervisor: | Municipal Council |
| 1.3 Type of Position: | Interim |
| 1.4 Salary: | Equivalent to the salary outlined in the contract of the Director General |

2.0 PURPOSE

Under the authority of the municipal council and in accordance with its guidelines, the director general/clerk-treasurer is responsible for the administration of the municipality and for that purpose he/she shall plan, organize, direct and supervise the activities of the municipality. More specifically, he/she ensures the optimal management of human, information, material and financial resources. He/she advises the municipal council on the orientations and objectives to be prioritized. He/she performs their duties in accordance with the Municipal Code of Québec and all other applicable laws or regulations, as well as any resolution, by-law, or policy duly adopted by the municipal council.

3.0 DUTIES AND RESPONSIBILITIES

- Perform all duties and obligations under his/her responsibility in accordance with the laws and by-laws in effect;
- Plan, coordinate, and oversee the administration of the municipality following the priorities and objectives of the municipal council;
- Implement the municipal council's decisions and the municipality's by-laws, and report to the council on that matter;
- Plan, coordinate, and supervise all municipal services, including public works, clerk's office, urban planning department, and any other department or activity related to municipal administration;
- Ensure communication between the municipal council, citizens, other officials, municipal employees and any committee created by the municipality;
- Plan, coordinate, and supervise all of the municipality's human resources;
- Prepare, attend, and ensure the organization and follow-up of municipal council sittings;
- Report to the municipal council on the implementation of its decisions, particularly on the use of funds for the purposes for which council members voted;
- Ensure the safe-keeping of books, registers, plans, maps, records, and other documents belonging to the Municipality;
- Assist the municipal council and other committees to prepare the municipality's budget;
- Control and manage the municipality's budget;
- Provide council members with a statement of the municipality's revenues and expenses since the beginning of the fiscal year;
- Ensure the application of the municipality's budgetary control by-law, purchasing policy, and contract management by-law;
- Coordinate the management of municipal contracts;
- Review draft by-laws and provide feedback to the municipal council;
- Act as the returning officer during municipal elections;
- Implement the Act respecting access to documents held by public bodies and the protection of personal information (CQLR c. A-2.1);

- Coordinate and oversee the municipality's civil security plan;
 - Actively contribute to improve the management and administration of the municipality, keeping the public's best interests in mind;
 - Examine complaints and claims against the municipality;
 - Act as project manager, when required by the municipal council;
 - Carry out any other relevant task assigned by the municipal council.
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4.0 REQUIREMENTS

- Undergraduate degree in an appropriate field (administration, management, law, urban planning and development, etc.);
 - Minimum five (5) years of relevant experience;
 - Mastery of both the French and English languages (oral and written);
 - Knowledge of the municipal field and the applicable legislation;
 - Excellent knowledge of the Microsoft Office Suite (Word, Excel, Outlook, etc.) and ability to adapt to new technologies.
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5.0 QUALIFICATIONS

- Advanced leadership, management, planning, and organizational skills;
- Excellent communication skills, both interpersonal and organizational;
- Demonstrate an excellent capacity for autonomy, creativity, and innovation;
- Be recognized for your thoroughness and work ethic as well as for your excellent ability to develop a strategic vision;
- Excellent ability to act with tact, diplomacy and discretion;
- Capacity to manage the legal and political aspects of the municipal administration;
- Ability to establish a relationship of trust with the public.

Interested persons are asked to forward their resumé to the address indicated below on or before 11:59 p.m. (midnight), Tuesday, April 25, 2023.

Municipality of Grosse Ile
1-006, Chemin Jerry
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