



JOB OFFER – INTERIM POSITION

1.0	POSITION	
1.1	Title:	Interim Director General / Clerk-Treasurer
1.2	Immediate Supervisor:	Municipal Council
1.3	Type of Position:	Interim, full-time
1.4	Conditions:	Salary based on education and experience Benefits equal to or better than the collective agreement

2.0 POSITION SUMMARY

The Municipality of Grosse Ile is seeking an experienced and motivated professional to serve as Interim Director General / Clerk-Treasurer. Reporting directly to the municipal council, the incumbent is the chief administrative officer of the municipality and is responsible for the effective management of municipal operations.

The Interim Director General ensures the continuity of services, provides leadership and direction to staff, and oversees the sound administration of financial, human, and material resources. This position supports council in carrying out its mandate by providing strategic advice, ensuring that decisions and bylaws are implemented, and promoting transparency, accountability, and efficiency in municipal governance.

Acting as the primary liaison between council, employees, citizens, and regional and governmental partners, the Interim Director General upholds the highest standards of professionalism, integrity, and service to the community.

3.0 KEY RESPONSIBILITIES

- Administer the affairs of the municipality in accordance with applicable laws, bylaws, and policies.
- Plan, coordinate, and supervise the overall administration of municipal operations in alignment with council’s priorities and objectives.
- Implement and report on council’s decisions, ensuring proper application of municipal bylaws and policies.
- Oversee all municipal services, including public works, the clerk’s office, urban planning, and other administrative and operational functions.
- Manage human resources, including staffing, supervision, performance, and organizational development.
- Prepare and attend council meetings, ensuring proper organization, documentation, and follow-up.
- Oversee the financial administration of the municipality, including budget preparation, control, reporting, and long-term planning.
- Safeguard and manage official records, registers, archives, and other municipal documentation.
- Ensure compliance with financial control regulations, purchasing policies, and contract management bylaws.
- Negotiate, oversee, and administer municipal contracts.
- Review draft bylaws and provide professional recommendations to council.

4.0 KEY RESPONSIBILITIES (CONTINUED)

- Act as President during municipal elections.
- Ensure compliance with the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (CQLR, c. A-2.1).
- Coordinate and supervise the Civil Security Plan.
- Address public inquiries, complaints, and claims, ensuring fair and professional resolution.
- Act as project manager for initiatives assigned by council.
- Contribute to the continuous improvement of municipal management and service delivery.
- Carry out any other duties assigned by the municipal council.

4.0 REQUIREMENTS

- Bachelor's degree in a relevant field (administration, management, law, urban planning, or equivalent).
- Minimum of five (5) years of relevant experience in administration or management.
- Excellent proficiency in both French and English, oral and written.
- In-depth knowledge of the municipal sector and applicable legislation (asset).
- Strong computer literacy and proficiency with office and management software.

5.0 QUALIFICATIONS

- Proven leadership, organizational, and strategic management skills.
- Strong interpersonal and communication abilities.
- Demonstrated autonomy, creativity, and innovative thinking.
- Recognized for professionalism, integrity, and a strong work ethic.
- Skilled in exercising judgment, tact, diplomacy, and discretion.
- Ability to operate effectively within the legal and political framework of municipal governance.
- Capacity to build trust and maintain positive relationships with citizens, council members, employees, and external partners.

APPLICATION PROCESS

Interested candidates are invited to submit their CV and cover letter by **Wednesday, September 30, 2025, at 11:59 p.m.** to the following address:

Municipality of Grosse Ile
1-006 Jerry Road
Grosse-Île, Québec
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Phone: 418-985-2510
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