



## EMPLOYMENT OFFER

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### 1.0 POSITION

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1.1	<b>Title:</b>	Director General / Clerk-Treasurer
1.2	<b>Immediate Supervisor:</b>	Municipal Council
1.3	<b>Type of Position:</b>	Permanent
1.4	<b>Salary:</b>	Salary according to training and experience Benefits equal or greater than the union book

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### 2.0 PURPOSE

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Under the authority of the municipal council and in accordance with its guidelines, the director general/clerk-treasurer is:

- Responsible for the **administration, management and proper operation** of the municipality;
- He/she, specifically ensures the optimal management of **human, information, electronic, material and financial resources**.
- The Director general is in active **relationship** with various **regional bodies**, including the **Communauté Maritime**.
- 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.

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### 3.0 DUTIES AND RESPONSIBILITIES

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- 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 (i.e. any committee created by the municipality) and regional bodies, including the Communauté Maritime;
- 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 regular report on the financial situation of the municipality vs the budget approved;
- 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**

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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 (an asset);
- Excellent knowledge IT tools.

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#### **5.0 QUALIFICATIONS**

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- 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 and the regional bodies.

Interested persons are asked to forward their resumé to the address indicated below **on or before 11:59 p.m. (midnight), Friday, January 10, 2025.**

Municipality of Grosse Ile  
1-006, Chemin Jerry  
Grosse Ile (Quebec)  
G4T 6B9

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