

CALL FOR APPLICATIONS

DIRECTOR-GENERAL AND SECRETARY-TREASURER

Founded in 1897, the Municipality of the Village of North Hatley has a population of some 700 residents. Surrounded by hills and located on the shores of Lake Massawippi and of the river by the same name, the municipality covers a territory of approximately four square kilometers. Cited as one of the most beautiful villages in Quebec, North Hatley is known for its rich heritage and beautiful landscape. Located close to the major city centres of Magog and Sherbrooke, North Hatley offers both a peaceful place to live and access to a wide range of services. Tourism is its main local industry.

It is the intention of municipal management to preserve the unique character of North Hatley while ensuring ongoing modern-day services within a context of limited resources. The Village is small yet big on meeting great challenges in the future for an administrator who hopes to make his or her mark on a rural area known for its NATURE and APPEAL.

Position Summary:

The successful candidate will assume the dual role of Director-General and Secretary-Treasurer.

As the chief administrative officer of the Municipality, under the authority of Council, the Director-General and Secretary-Treasurer is responsible for the administration of the Municipality and as such, plans, organizes, directs and supervises all municipal activities. He or she is the senior administrative leader for all municipal employees.

The duties of the Director-General are established and outlined in accordance with provisions under the Municipal Code.

Duties and Responsibilities:

The duties of the Director-General and Secretary-Treasurer include but are not limited to the following:

Under the authority of Council

Ensures the optimal development and management of human resources, finances, materials and information resources of the Municipality;

Ensures the implementation of municipal plans, policies, regulations, processes and procedures;

Ensures communication between Council, committees and employees of the Municipality;

Assists Council with budget preparation, the capital expenditures program, by-laws, policies, processes and procedures, plans, other programs and projects implemented to ensure the proper functioning of the Municipality and the delivery of services to its citizens;

Manages complaints and claims against the Municipality;

Drafts the agenda and minutes of Council meetings;

Reports to Council on the application of its decisions and on the allocation of funds with regards to the purpose for which they were approved;

Is in charge and has access to all documents;

Coordinates emergency measures;

Acts as Secretary-Treasurer at the Régie intermunicipale des eaux Massawippi and as manager of operations for the dam on the Massawippi River (information forthcoming);

Acts as representative of the Municipality at various inter-municipal agencies and regional organizations.

Requirements:

The Director-General and Secretary-Treasurer has completed recognized training in a field relevant to the requirements of the position;

Has the expertise to be of support to Council in its various goals, activities, and projects and ensures the ongoing development, maintenance and direction of all resources and activities of the Municipality in its many areas of application. Has a solid understanding of municipal facts, issues and challenges;

Has knowledge of laws and regulations applicable to a municipal environment under the Municipal Code;

Masters various computer skills relative to municipal management, notably OfficeSuite software;

Masters both oral and written French and is at ease in both oral and written English;

Has a genuine interest in community life and a strong willingness to get involved in the strategic planning process of the Municipality, and to play a role in all related operational aspects;

Past accomplishments will illustrate versatility, a capacity to adapt to change, an ability to handle various files simultaneously, to mobilize, rally and instill collaboration, a capacity for analysis, decision making, innovation and initiative, planning, organization, management and supervision skills, an ease in communication and public relations and political acumen.

Employment conditions and remuneration:

This is a full-time position. Working conditions and remuneration are consistent with the scope of the position and will be based on the experience and qualifications of the candidate.

*Persons interested are invited to submit their application **at the latest Friday, March 8, 2019**. A copy of a CV along with a cover letter outlining an interest in the position must be e-mailed to the following address:*

info@northhatley.org

The Municipality of the Village of North Hatley subscribes to equal opportunity in the workplace.

We thank all applicants for their interest in the position, however, only applicants selected for an interview will be contacted.

Information: Michael Page, (819) 842-2754