



Un milieu en héritage

Our Heritage, Our Home

JOB OFFER

DIRECTOR GENERAL / CLERK TREASURER

Located within the **Le Haut-Saint-François Regional County Municipality (RCM)**, the Municipality of Bury is distinguished by its strong heritage and cultural development potential.

Responsibilities:

Reporting to the Municipal Council, the Director General and Clerk-Treasurer is responsible for the administrative, financial, and operational management of the Municipality. In this capacity, the successful candidate will be responsible for, among other duties:

- Carrying out all duties and responsibilities associated with the position in accordance with applicable legislation, regulations, and municipal policies.
- Planning, coordinating, and overseeing the municipal administration in accordance with the priorities, objectives, and strategic direction established by the Municipal Council.
- Ensuring the implementation of Council resolutions and municipal bylaws while monitoring the progress of municipal files.
- Planning, coordinating, and supervising all municipal departments, including Fire Services, Public Works, administration, Urban Planning, Recreation, and any other activities under the Municipality's administration.
- Maintaining effective communication between the Municipal Council, residents, employees, partners, and the various municipal committees.
- Planning, coordinating, and overseeing human resources management, including staff supervision, development, and performance evaluation.
- Preparing for Municipal Council meetings, attending them, and ensuring their organization and administrative follow-up.
- Assisting the Municipal Council and its committees in the preparation of the annual budget.
- Ensuring sound financial management and oversight of the Municipality's financial resources.
- Planning, coordinating, and supervising the management of tenders, municipal contracts, and agreements in compliance with legal requirements and best practices.
- Performing any other duties compatible with the position as assigned by the Municipal Council.

Required Qualifications and Skills

The successful candidate will demonstrate strong leadership, sound judgment, and excellent management, planning, and organizational skills. They must possess outstanding interpersonal and organizational communication abilities. The candidate must be highly autonomous, creative, and innovative. They will be recognized for their integrity, strong work ethic, attention to detail, and ability to develop and implement a strategic vision. They must also demonstrate tact, diplomacy, and discretion in carrying out their responsibilities.

Requirements

Candidates must hold a university degree or possess equivalent experience and be an experienced manager with a minimum of five (5) years of senior management experience in the municipal sector. Candidates must be proficient in both French and English.

Terms of Employment

This is a permanent full-time position consisting of 35 hours per week. Salary and benefits will be discussed based on qualifications and experience.

Start Date: As soon as possible.

Interested candidates are invited to submit their résumé, clearly indicating "**Director General Position**" in the subject line. Only candidates selected for an interview will be contacted.

Applications may be submitted by mail to the address below or by email at reception@bury.ca.

Municipality of Bury

528 Main Street
Bury, Québec J0B 1J0