



Assistant Director General

The Municipality of the Township of Havelock is a small bilingual municipality, located in the MRC du Haut-St-Laurent, in the heart of nature, with a population of approximately 760 permanent residents and several seasonal residents. The Municipality strives to provide quality services that meet the needs of the community and to ensure a pleasant and safe living environment.

Responsibilities - Assistant Director General

Under the authority of the Director General and in close collaboration with the latter, the Assistant General Manager actively participates in the planning, development, direction, organization, control, follow-up and evaluation of the various activities and projects under the management of the General Manager. He/she provides constant support to the General Management in the exercise of its duties and responsibilities, prioritizing the following:

- Implementing decision-making and planning elements of the municipality;
- Optimize the entire municipal organization (administrative, management, computer and other systems) as the basis for operations and control and decision-making processes;
- Participate in the means of communication of the municipality and the council (website, social networks, broadcasting of meetings, meetings, citizen surveys, mailings, newsletters, etc.) with the population and with other municipal and community organizations;
- Ensure the smooth running and the sound organization and planning of the municipality's daily operations;
- All other related tasks.

In the absence of the Director General, the Assistant Director General assumes the interim position and all of her responsibilities in accordance with the law, which includes ensuring the direction of all municipal activities, participating in public meetings of Council and leading the various committees and work sessions.

Requirements

- Any combination of experience and education deemed relevant.
- A minimum of 2 years experience in a similar position and in the municipal world would be an asset.
- Advanced knowledge of the Office suite (Word, Excel, Publisher), Outlook and Sygem Infotech
- Ability to adapt to software and platforms for website management and social networks.
- Have a good command of written and spoken French and English.

Desired qualities

- Ability to manage several files simultaneously, to manage time and priorities within deadlines.
- Possess advanced organizational skills and be solution-oriented;
- Excellent written and verbal communication skills;
- Attention to detail, meticulousness and thoroughness.

Working conditions

- Regular full-time position (27 hours/week - 4 days/week).
- Salary to be determined

Start date: As soon as possible

All persons interested in this position and meeting the requirements and qualifications must send their resume as soon as possible and no later than July 8, 2022 to the attention of Ms. Mylène Vincent, Director General and Clerk-Treasurer, mentioning the title of the position, by email to

dg@mun-havelock.ca

Comments

The municipality will form a bank of candidates and will communicate only with those candidates who are selected. Note: The masculine gender is used for the sole purpose of lightening the text.