

MUNICIPALITY OF BOLTON-OUEST

Job offer Director-General / Secretary-Treasurer

Job Description

The functions, responsibilities and duties of the Director-General / Secretary-Treasurer are those mentioned by the Municipal Code of Québec (RSQ, c. C-27.1), in particular Articles 199 and following, as well as other laws and applicable regulations. The Director General / Secretary-Treasurer also assumes the functions of secretary-treasurer under the said Code, laws and regulations.

Under the authority of the Municipal Council, the Director-General / Secretary-Treasurer is responsible for the administration, management and operation of the municipality and to this end plans, organizes, manages and controls the activities of the municipality. He pays special attention to communications tools.

The Director-General / Secretary-Treasurer shall report to the Council on the execution of decisions of the latest according to law and as often as the Council requires. He must also comply with the directives given to him by resolution of Council and as long as they comply with the law and regulations. The Director-General / Secretary-Treasurer works to reach the goals of the Municipal Council and the municipal strategic development plan.

Requirements

- Five years of experience in municipal administration
- A bachelor's degree in administration or other related fields
- A legal experience will be an asset
- French 5/5 and English 5/5
- Valid driver's license

Wage conditions

Salary will be based on the candidate's experience. The municipality of Bolton-Ouest offers very competitive salaries, and other benefits.

Other

Applications must be submitted to Philippe De Courval, Director-General / Secretary-Treasurer, to the email address below before September 7 at 4h pm.

dg@municipalitedeboltonouest.com

In this text, the masculine to designate persons has no other purpose than that of brevity.