



The Municipality of La Pêche wishes to staff a position of:

### **DIRECTOR GENERAL and CLERK-TREASURER**

The Municipality of La Pêche is bordered by the majestic mountains of Gatineau park to the west and by the Gatineau river to the east. Located 40 kilometers north of the cities of Gatineau and Ottawa, La Pêche has more than 8,000 residents concentrated in its nine villages spread out across a territory of almost 600 square kilometers. The La Pêche river, for which the municipality is named, meets the Gatineau river at the village of Wakefield. La Pêche is well known for its dynamic artistic community and is an important destination for eco-tourism due to its proximity to Gatineau park and its numerous lakes and rivers. Traditionally, the economy of La Pêche was focused on agriculture and raising livestock as well as forestry activities, however, the economy is becoming more and more diversified.

#### **SUMMARY JOB DESCRIPTION**

Under the authority of the municipal council, the director general is responsible for the planning and delivery of programs approved by the municipal council, all of which in compliance with the objectives and priorities of the council. The position incumbent is responsible for carrying out municipal managerial functions, and as such he plans, organizes, manages, and supervises the overall activities of the municipal office, and this in accordance with the Municipal Code of Québec, and all legislation and regulations in effect. He conducts and coordinates the implementation of all the decisions made by the council, for which he provides his assistance, and he has authority over the municipal officers and employees. Supported by a top management team, he takes an active part in all aspects of municipal operations.

He acts as liaison officer with the various departments and the council and he also serves as returning officer. He is responsible for formulating policies and developing procedures and guidelines in order to insure good management of municipal resources (human, financial, material and physical). He is actively involved in improving the municipality's management and the well-being of the people of La Pêche. He assures representation within various groups or committees, as well as during events that call for it.

The position incumbent structures the departments in such a way as to ensure optimum performance and minimize costs. He makes presentations and recommendations to council with regard to objectives for all municipal departments and the administration office, the operational and capital budgets as well as any major changes to planning objectives, including unplanned budget expenditures. The position incumbent must be someone approachable, a problem solver with excellent interpersonal skills.

#### **JOB REQUIREMENTS AND QUALIFICATIONS**

- Terminal undergraduate university degree in appropriate field (civil engineering, public administration, law, and accounting) or any combination of training deemed equivalent or directly related to the position. Further master's studies would be considered a valuable asset.
- Minimum ten (10) years of relevant experience as a manager, including five (5) years as a director, preferably in the municipal field.
- Strong skills in project management and personnel management.
- Excellent knowledge of French and English, written and spoken.
- Possess the appropriate skills, personality traits and other personal attributes specific to a city manager's functions. Must demonstrate leadership skills, ability to mobilize and clearly manifest ability to lead teams :
  - Experience in human and financial resource management
  - Strong leadership and impact
  - Diplomatic and relational skills
  - Available to work evenings and week-ends occasionally
  - Clientele-oriented
  - Ability to manage numerous files simultaneously
  - Capacity for synthesizing, good judgment and initiative
  - Proven abilities in problem solving, negotiation and mediation

**Salary range: \$100,108 to \$130,226 plus competitive benefits**

Applicants may submit their curriculum vitae as well as a letter of presentation **no later than July 6 2018, 4 p.m.**, to Mr. Claude J. Chénier, acting Director General and Clerk-treasurer, by e-mail to [c.chenier@villelapeche.qc.ca](mailto:c.chenier@villelapeche.qc.ca) or mail to the following address (we will contact only those persons who will be called for an interview).

Municipality of La Pêche  
1, Route Principale Ouest, La Pêche (Québec) J0X 2W0  
Telephone: 819 456-2161 – Website: [www.villelapeche.qc.ca](http://www.villelapeche.qc.ca)

Successful candidates will be informed on Tuesday, July 10<sup>th</sup> of their invitation to an interview to be held on Friday, July 13<sup>th</sup> 2018.