

General Director and Secretary-Treasurer

Who are we?

The Municipality of the Township of Harrington is located in an enchanting setting with magnificent and distinctive landscapes surrounded by lakes and rivers, approximately 25 minutes by car from Lachute and 40 minutes from Saint-Sauveur and Mont-Tremblant. It is a bilingual municipality with a population of approximately 900 permanent residents and more than 2,000 seasonal residents, covering an area of 245 square kilometres within the MRC d'Argenteuil, in the splendid Laurentian region.

Summary description of the position

Under the authority of the municipal Council and in line with its priorities, the General Director / Secretary-Treasurer, with the collaboration of his or her team, will be responsible for the administration of the municipality, in accordance with the municipal Code and all other legal provisions and general policies established by the Council.

Duties and responsibilities

- Plan, organize and control the activities of the municipality;
- Prepare and attend council meetings and ensure the implementation of any resulting decisions;
- Maintain and develop harmonious relations with citizens, employees and other groups, associations
 or partners (MRC, municipalities and others), thus ensuring good services to citizens;
- Establish participatory management with the heads of the various municipal departments;
- Be responsible for access to information and legal coordination of files;
- Manage the municipality's finances and budget and perform accounting tasks such as accounts payable, bank reconciliation, payroll, deductions at source, etc.;
- Administer financial assistance programs and produce financial statements;
- Manage buildings and rolling stock;
- Manage and/or coordinate calls for tenders and municipal contracts;
- Human resources management including recruitment activities, labour relations and evaluation of employee contributions in collaboration with the union in place.

Qualifications and educational requirements

- University degree in administration, law, urban planning, or other field relevant to the position;
- 5 to 7 years of relevant experience in a similar position;
- Experience in a municipal setting will be considered an asset;
- Valid driver's licence.

Profile and skills required

- Integrity, honesty, rigour, and an impeccable work ethic;
- An understanding of municipal structure and operations;
- Bilingual (oral and written);
- Leadership, tact, diplomacy, and discretion;
- An open mind, a strong sense of initiative, and a facility for mobilizing others;
- Ability to manage several projects of varying complexity simultaneously and in an organized manner;
- Proactive, responsible, and versatile;
- Ability to adapt to change and work under pressure;
- Capacity to work effectively and constructively in a team;
- Proficiency in computer tools including Microsoft Office suite;
- A good knowledge of PG Solutions software is an asset.

Our offer

- Group insurance plan;
- Group RRSP plan;
- Skills development program;
- Salary will be based on academic qualifications and experience in accordance with the current compensation policy;
- Starting date: January or February 2022.

Are you interested in working for a dynamic organization that is proud of its community? Send us your curriculum vitae and cover letter no later than January 3, 2022!

By mail:	General Director and Secretary-Treasurer 2940 Route 327, Harrington (Québec) J8G 2T1
By email:	b.dubuc@harrington.ca
By fax:	819 687-2122

Only those selected for an interview will be contacted.