



Job offer: Assistant Director General and Director of Leisure, Culture and Community Life - temporary (1 year renewable)

The Municipality of the Township of Arundel is a small bilingual municipality, located in the MRC des Laurentides, in the heart of nature, with a population of approximately 560 permanent inhabitants. The Municipality strives to provide quality services that meet the needs of the community and to ensure a pleasant and safe living environment.

Responsibility Assistant Director General

Under the authority of the Director General and in close collaboration with the latter, the Assistant Director General participates actively in the planning, development, direction, organization, control, follow-up and evaluation of the various activities and projects under the management of the Director General.

He/she provides constant support to the Director General in the performance of his/her duties and responsibilities, prioritizing the following:

- Implementing decision-making and planning elements of the municipality;
- Optimizing the entire municipal organization (administrative, management, computer and other systems) as the basis for operations and control and decision-making processes;
- Improve 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;
- To ensure the proper functioning and the sound organization and planning of the daily operations of the municipality.

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

Responsibility Director of Leisure, Culture and Community Life

In conjunction with this role, the Director of Leisure, Culture and Community Life will be responsible for:

- To act as an advisor to the Municipality's management in the vision and management of files related to his or her department and aimed at improving the services offered to the population according to its needs;
- To see to the maintenance, security and development of recreational, sports and leisure infrastructures;
- Develop and publicize the programming of recreational, cultural and community life activities;
- Implementing action plans (e.g. Municipal Family Policy) and municipal projects, both subsidized and non-subsidized;
- Coordinate the realization of various celebrations and activities, in direct collaboration with the various local committees and organizations;
- Develop applications for financial assistance;
- Follow up on the budget of its various activities and respect the allocated budgets;
- Participate in meetings required for the function.



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This description is not exhaustive. It reflects general elements of the work performed and should not be considered as a detailed description of all the tasks to be performed.

Requirements

- Undergraduate degree in accounting or administration, law, urban planning, political science or 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), Outlook and PG Solution.
- 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 (35 hours/week - 5 days a week).
- Competitive salary and benefits.

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. Johanne Laperrière, Director General and Clerk-Treasurer, mentioning the title of the position, by email at info@arundel.ca

Comments

The municipality will create a bank of candidates and will communicate only with the candidates who have been selected.