The Village is in search of a MUNICIPAL MANAGER

The Manager’s main fields of responsibility are:
- Municipal Services Management, including Drinking Water Quality Control;
- Public Works Management;
- Material Management;
- Administration of Municipal Buildings;
- Coordination with Administration, Public Security, and Fire Departments.

Essential Duties and Responsibilities:
- Manages and supervises all departments, agencies, and offices of the municipality to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed;
- Communicates official plans, policies and procedures to staff and the general public;
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures;
- Maintains harmony amongst workers and resolves grievances;
- Develops and directs the implementation of goals, objectives, policies, and procedures and work standards for assigned divisions; interprets and complies with all applicable federal and provincial regulations;
- Monitors and directs daily operations to ensure that policies and procedures are followed, goals and objectives are met, and services are provided efficiently and effectively. Takes corrective action as necessary and personally handles the most difficult, sensitive, or controversial projects;
- Assists in developing and monitoring the municipal budget and overseeing the financial well-being of the municipality by analyzing cost-effectiveness and implementing cost control activities;
- Plans, organizes, administers, reviews and evaluates the work of subordinate professional, technical, office support and operational staff;
- Provides for the selection, training, development and work evaluation of subordinate staff; makes recommendations on hiring, termination, promotion, and discipline;
- Prepares and allocates available resources; reviews and evaluates program and service delivery; makes recommendations for improvements, and ensures maximum effective service provision;
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; directs the preparation of a variety of written correspondence, reports, procedures, directives and other materials.
- Performs other duties of a similar nature or level as directed by the Mayor and Council.

Qualifications:
- Minimum of grade 12, related experience may be accepted as equivalent;
- Knowledge of computers and software, such as Microsoft Word, Excel, etc;
- Good inter-personal skills;
- Able to communicate fluently, both verbally and in writing in English (fluency in Inuktitut and/or French would be considered a major asset);
- Working experience in the North is required.

Salary:
- between $45,000 and $80,000 depending on qualifications and experience, plus northern cost-of-living, cargo, travel allowances and other benefits after a period of probation.

Training:
- training and support will be provided to the successful candidate.

Other information:
- housing can be provided to the successful applicant.

Interested candidates should apply in writing before 5 p.m. on April 24, 2017 to:
Ian D. Robertson
Secretary-treasurer
Northern Village of Kuujjuaq
P.O. Box 210
Kuujjuaq, QC J0M 1C0