



**DIRECTOR GENERAL / CLERK-TREASURER
Municipality of Waltham**

POSITION OVERVIEW

The Municipality of Waltham is seeking qualified candidates for the position of Director General / Clerk-Treasurer.

Reporting to Municipal Council, the successful candidate will be responsible for overseeing the general administration and day-to-day operations of the Municipality in accordance with the Municipal Code of Québec and Council priorities.

KEY RESPONSIBILITIES

- Supporting and advising Municipal Council;
- Coordinating municipal administration and operations;
- Preparing Council agendas and supporting documentation;
- Financial administration and budget oversight;
- Ensuring implementation of Council decisions and compliance with applicable legislation;
- Coordinating municipal projects, contracts, and communications.

QUALIFICATIONS AND REQUIREMENTS

- Experience in municipal administration, public administration, or management;
- Strong organizational and communication skills;
- Knowledge of the municipal environment considered an asset;
- Bilingualism (French and English) considered an asset.

Working conditions and compensation will be discussed based on qualifications and experience.

Interested candidates are invited to submit their application to the Municipality of Waltham no later than **June 25th at 4pm .**

*Municipality of Waltham
69 Hôtel-de-Ville Road QC J0X 3H0
Email: municipalite.waltham@mrcpontiac.qc.ca
Telephone: 819-689-2057*

Only selected candidates will be contacted.