



Municipalité de | Municipality of

# Pontiac

## JOB OFFER

(Internal and External Posting)

### Project Manager and Assistant Clerk / Deputy Clerk

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**Posting Date: January 23, 2026**

**Position type:** Full-time, permanent executive position

The Municipality of Pontiac is located in the MRC des Collines-de-l'Outaouais. Adjacent to the City of Gatineau, Pontiac's vast 447 square kilometres territory is bounded on the south by the Ottawa River which forms the border with Ontario. The Municipality has a staff of over 50 employees and a population of over 6000 residents. Pontiac offers an attractive and bucolic living environment to its citizens and to the many vacationers who frequent the shores of the Ottawa River and Gatineau Park. They greatly appreciate living in a rural setting in all its splendour, while benefiting from the many advantages of being close to urban centres.

#### **Summary Description**

Under the authority of the Director General, the holder of this position coordinates various municipal projects and provides support to the Clerk's Office and the General Management.

The person in this position actively participates in planning, regulatory compliance, administrative follow-ups for Municipal Council, records management, and the implementation of cross-departmental projects.

#### **Duties and Responsibilities**

##### **Project Management Component**

- Plan and coordinate various municipal projects, including the implementation of digital solutions, interdepartmental projects, and improvements to municipal buildings.
- Coordinate grant applications related to projects, including preparation, submission, and follow-up.
- Manage project timelines, budgets, and reports.
- Coordinate internal and external teams and stakeholders.
- Support the implementation of the municipal digital transformation, including a records management system compliant with *Bibliothèque et Archives nationales du Québec* (BAnQ) standards (classification, retention, and archiving).
- Act as the person responsible for the municipal digital repository (access management, permissions, and document structure).
- Coordinate certain interdepartmental files (Urban Planning, Public Works, Fire Department, Recreation, Communications).

##### **Clerk's Office Component**

- Assume responsibility for processing access to information requests in accordance with the *Act respecting access to documents held by public bodies and the protection of personal information*, including analysis, follow-ups, and compliance of responses.
- Ensure coordination and compliance of procurement processes, including the publication of calls for tenders, opening of bids, records management, and required follow-ups.

- Coordinate the preparation and drafting of contracts, agreements, public notices, policies, and official documents, in compliance with applicable legislation.
- Be responsible for maintaining official registers and ensure required follow-ups with ministries (elected officials' statements of pecuniary interests, mandatory training, access to information requests, archives, and official records).
- Act as a Commissioner for Oaths.
- Provide follow-ups in the absence of an Assistant Director General.

## **Required Qualifications**

- Hold a university degree in public administration, business administration, project management, social sciences, law, communications, or be in the process of completing such a degree, or any other combination of education and experience deemed equivalent.
- Have a minimum of two (2) years of relevant experience in project management or municipal administration.
- Excellent command of both French and English, spoken and written.
- Proficiency in common computer tools (Microsoft 365) and comfort with digital environments (SharePoint, OneDrive, WordPress).
- Knowledge of specialized municipal platforms and systems (e.g., Fences, PG Solutions, SEAO, Édilex) is considered an asset.

## **Personal Qualities, Skills, and Abilities**

- Strong organizational skills and well-developed sense of priorities.
- Ability to manage multiple files simultaneously.
- Demonstrate excellent judgment, strong attention to detail, and a high level of confidentiality.
- Autonomy and initiative in carrying out assigned projects.

## **Status and Salary Conditions**

This is a permanent, full-time executive position at 35 hours per week. The annual salary for this position in 2026 ranges from **\$83,420 to \$104,180**, in accordance with the executive remuneration policy in effect.

This job offer is open to both men and women, in compliance with employment equity principles.

## **How to Apply**

If you meet the profile requirements, please submit a cover letter in French and English, along with your résumé, indicating “*Position – Project Manager and Assistant Clerk*” in the subject line of your email, no later than February 3, 2026.

Send your application to: [emplois@municipalitepontiac.ca](mailto:emplois@municipalitepontiac.ca)

Your application will be treated confidentially.

We thank you for your interest and **will contact only those selected for an interview**.

## **Starting Date**

Following a resolution of the municipal council.