



Municipalité de | Municipality of

Pontiac

JOB OFFER

(External Posting)

Assistant Director General and Clerk-Treasurer

Posting Date: February 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 participates in various mandates under their responsibility. As such, they are responsible for the administrative, legal, and financial follow-up of all decisions made by the municipal council.

The incumbent is also responsible for the management and supervision of human resources. In this capacity, he or she acts in an advisory role to the Director General and the Municipal Council in setting priorities and in the Municipality's strategic planning for the Human Resources Department.

Duties and Responsibilities

- Drafts and reviews, in collaboration with the Director General, proposed regulations, agreements, calls for tenders, and contracts, in compliance with applicable laws;
- Ensures the legality of municipal processes (calls for tenders, contracts, adoption of regulations);
- Takes the necessary steps to obtain various financial aids and ensures financial follow-up in collaboration with various municipal services;
- Oversees all books, registers, plans, maps, archives, and other documents that are the property of the municipality or are produced, deposited, or stored in the municipal office;
- Supervises the application of the Act respecting access to documents held by public bodies and the protection of personal information;
- Discharges all duties and obligations under the Quebec Municipal Code and other constituting laws;
- Participates in preparing council meetings, implementing their decisions, preparing minutes, and attending these meetings when needed, as well as work meetings;
- Acts as secretary for assigned committees or represents the municipality before the MRC and various organizations, ensuring appropriate follow-ups.
- Plans and oversees all human resources activities, including staffing, onboarding, training, employee development and administrative management;
- Ensures the management of labour relations, the application of collective agreements, and the handling of disciplinary files, grievances and investigations;
- Oversees job classification, job evaluation, pay equity, performance management, as well as occupational health and safety (CNESST);

- Develops, updates and ensures the implementation of human resources policies, procedures and practices;
- Acts as the Director General, if needed, during the latter's absences;
- Performs any other related tasks assigned by the Director General.

Required Qualifications

- A university degree in business administration. A degree in another discipline will be considered if accompanied by significant municipal or paramunicipal experience in similar roles;
- A minimum of 3 years of relevant experience;
- Any other training deemed equivalent combined with relevant professional experience may be considered;
- Excellent command of both written and spoken French and English;
- Proficiency with common computer tools;
- Knowledge of the Accès-Cité software (asset);
- Any experience in the municipal field is considered an asset.

Personal Qualities and Skills Sought

- Project planning and management skills;
- High adaptability and flexibility;
- Excellent analytical, synthesis, and document writing abilities;
- Strong sense of integrity, loyalty, and discretion;
- Personnel management skills and team spirit;
- Good stress management.

Status and Salary Conditions

This is a permanent full-time executive position of 35 hours per week. The annual salary for this position in 2026 ranges from **\$102,987 to \$128,617** depending on 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 send a cover letter in French and English, along with your resume, specifying "*Assistant Director General and Clerk-Treasurer*" in the subject line of your email, by no later than **March 9, 2026**.

Send your application to: 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.