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NORTHERN VILLAGE OF KUUJJUAQ

Katittavik Town Hall
P.O. Box 210, Kuujjuaq, Que. J0M 1C0
Phone: (819) 964 – 2943 Fax: (819) 964 – 0609

JOB POSTING

The Village is in search of an **ASSISTANT MUNICIPAL MANAGER:**

The Assistant 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:

- Assists the Manager to manage and supervise all departments, agencies, and offices of the municipality to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct 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.
- Assists the Manager to monitor and direct daily operations to ensure that policies and procedures are being followed, that goals and objectives are met, and that services are being provided efficiently and effectively;
- Assists in developing and monitoring the municipal budget; oversees the financial well-being of the municipality by analyzing cost-effectiveness and directing cost control activities; assists in preparing, submitting and justifying budget enhancement requests to the Council.
- Plans, organizes, administers, reviews and evaluates the work of subordinate professional, technical, office support and operational staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of subordinate staff; makes recommendations on hiring, termination, promotion, and discipline to the Mayor and Council as required.
- Prioritizes and allocates available municipal resources; reviews and evaluates program and service delivery; makes recommendations for improvement, and ensures maximum effective service provision.
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepares and directs the preparation of a variety of written correspondence, reports, procedures, directives and other materials.
- Acts as the Manager when the latter is unavailable or unable to perform his/her duties
- Performs other duties of a similar nature or level as directed by the Mayor and Council.

Qualifications: Minimum of grade 12, experience in a related field may be accepted as equivalent.
Knowledge of computers and work-related software, e.g. 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).

Training will be provided to the successful candidate.

Salary: Salary to be determined by experience, benefits after probation period.

The position will remain open until filled.

Given at Kuujjuaq, Qc;
July 25, 2023.

Carl Henry Chery
Human Resources Coordinator
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