



Raymond Chabot Grant Thornton

L'instinct de la croissanceSM

Raymond Chabot Ressources Humaines Inc.
Société affiliée de
Raymond Chabot Grant Thornton & Cie S.E.N.C.R.L.
National Bank Tower, Suite 2000
600 de la Gauchetière Street West
Montreal, Quebec H3B 4L8

Position Profile

Director Legal Services & City Clerk



Job location

5801 Boul Cavendish, Côte Saint-Luc, QC
H4W 3C3

Immediate Manager

Associate City Manager

Number of employees supervised

4

Raymond Chabot Ressources Humaines Inc.

**Nawaël Bouhassoun Conseillère
principale**

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**Frederic Kieffer Vice-président –
Recrutement**

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About our client

The City of Côte Saint-Luc is the third-largest municipality on the island of Montreal. Its sports and recreation programs, aquatic center, 29 parks, and one of the leading municipal public libraries in Quebec make it an attractive residential community in the west end.

The City of Côte Saint-Luc operates an equal access employment program, and, in this regard, we are committed to supporting inclusive diversity practices. We invite women, visible and ethnic minorities, members of First Nations, and people with disabilities to apply.

Position Profile

Director Legal Services & City Clerk

Position Summary

The City of Côte Saint-Luc (the "City") is currently seeking a dynamic candidate to join its administrative team as Director of Legal Services and City Clerk.

Key tasks

- Attends all Council and caucus Meetings
- Prepares the Council Minutes and ensures their proper translation
- Ensures all Access to Documentation Requests are responded to
- Oversees the management of the claims
- Oversees Collections for damages to City property
- Oversees Drafting and publishing of Public Notices
- Drafting and translation of City by-laws, ensuring their proper approvals
- Handling the City's Property and Damage Insurance portfolio and attends all necessary and related meetings
- Returning Officer for all Municipal Elections
- Oversees the Assistant City Clerk, the Archivist and Legal Secretary and delegates appropriate tasks
- Drafts all caucus Meeting Minutes
- Ensures and oversees the implementation of the SYGED document-management system and the respect of the Record Retention Schedule
- Oversees all litigation files with the outside attorneys in all matters except those pertaining to Human Resources

Essential Knowledge, Skills, and Abilities

- Excellent Leadership skills
- Respect timelines, delays and ensure follow up
- Ability to demonstrate initiative and independent judgment.
- Excellent problem-solving, interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Ability to multitask and handle stressful situations.
- Ability to communicate and write in both English and French
- Excellent sense of time-management.
- Organized

Job and Education Requirements

- At least 5 years of experience as a City Clerk in another municipality
- Member of the Quebec Bar