

TALINKO^{MD}

Recrutement de Cadres | Executive Search



TALINKO INC.

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VILLE DE | CITY OF
WESTMOUNT

PROFILE

Director General

About the City of Westmount

Metropolitain Gem

The City lies over 4,02 square kilometres on the western slopes of Mount Royal. It encompasses an urban forest, numerous parks and playgrounds, as well as cultural, religious and educational institutions. Its green is not restricted to public green spaces; with 11,000 City trees plus a myriad of carefully tended private lawns and gardens, Westmount is a gem in the greater metropolitan setting.

According to the *Ministère des Affaires municipales et de l'Habitation* (MAMH), the population of the City of Westmount was **20,687 residents** as of December 2021.

The City of Westmount stands out for its green spaces, the beauty of its architectural heritage, its vitality, and sense of community. The City's employees work in a stimulating environment and benefit from advantageous working conditions to develop professionally and offer high-quality services to the City's residents and visitors.

Address

4333 Sherbrooke West St.
Westmount, QC, H3Z 1E2

Location of position

Westmount (Québec)

Immediate Superior

Municipal Council

Team

Direct: 12 directors
Permanent employees: 250 persons

Schedule

Full Time Position

Contact-Person at TALINKO

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Culture and Values

Mission

The City of Westmount is proud to be a vibrant, independent, primarily residential community that, since its founding in 1874, continues to offer a quality of life which reflects the values, hopes and aspirations of its residents and takes into account their varying means and resources.

To this end, the City Council shall:

- foster open and ongoing communications with all sectors of the community
- respond to the needs and desires of its residents while respecting its responsibility to contribute to the success of the larger metropolitan community as well
- develop imaginative and coherent policies in securing the efficient and cost-effective delivery of municipal services
- promote both a sense of community and volunteer involvement
- preserve the built form, existing density and the heritage that is Westmount and enhance its unique physical, natural and architectural environment
- promote initiatives that protect the health and safety of the community
- continue its leadership role in implementing initiatives to protect the environment
- foster opportunities to encourage young families to establish themselves in the community
- implement its decisions through an honest, competent and dedicated civic administration.

Committed to the quality of life of its citizens, the City of Westmount is concerned with its sustainable development. Making a difference, pride, respect and excellence are among the City's intrinsic values.

Summary

Under the authority of City Council, you will be responsible for the administration and management of the City's services, including **Hydro Westmount**. With the city's development and its citizens' well-being at heart, you will ensure sound and optimal management of public funds, as well as the municipality's human, informational, material and financial resources.

Through the implementation of innovative management practices focused on process optimization, you will help maintain and promote a high-performance culture of service to citizens.

You will collaborate on strategic and operational planning as well as on the definition of objectives and priorities for the City's services.

You will also ensure the realization of the major orientations of its strategic plan.

In this capacity:

- ✓ You will plan, organize, direct and control the activities of a departmental management team with a view to sound administration of public funds, the progress of the municipality and the well-being of citizens.
- ✓ You will submit any recommendations deemed necessary regarding the orientations, objectives, priorities and budgets for the activities under your responsibility in order to ensure the smooth running of the services for which you are responsible.
- ✓ You will ensure communication and collaboration between the various departments under your responsibility, the general management and other municipal departments.
- ✓ As needed, you will review the roles and mandates of the departments in their specific fields of expertise and the appropriate management indicators.
- ✓ You will oversee the planning and implementation of the changes required for the implementation of an optimal work organization, and you will promote the integration of teams and the sharing of expertise in order to reduce resistance to change.
- ✓ You will attend meetings of the Committee of the Whole, the Executive Committee and City Council and present the issues under your responsibility.

Main Responsibilities

- Participate in the establishment of priorities, strategic planning and budgetary management of the City, as well as in the design of programs and policies necessary to achieve the objectives set by City Council
- Ensuring compliance with the implementation of Council decisions and the strategic plan
- Formulate and coordinate the mandates of the service departments in accordance with the City's strategic orientations
- Submitting the necessary recommendations regarding the orientations, objectives, priorities and budgets of your department's activities
- Ensure sound and harmonious management of human resources and labour relations by implementing development policies and tools to increase employee engagement
- Attend City Council meetings, committees and commissions of which you are a member
- Represent the City with governments, citizens and other stakeholders in projects within your areas of responsibility
- Ensure the quality and accessibility of services to citizens
- Ensure the transmission of relevant information and recommendations to the council for decision-making
- Ensure compliance with laws and regulations relating to administration, including those applicable to the Directorate General.

Qualifications requirements

Education

- Bachelor's degree appropriate to the position: administration, law, urban planning, engineering, or a relevant discipline
- Master's degree in business administration (MBA) or other graduate degree, an asset

Professional Experience

- A minimum of ten (10) years of experience familiarizing the incumbent with the responsibilities of the position
- Five (5) years in the public, parapublic or municipal sector, an asset
- Demonstrated experience in managing major organizational planning projects
- Experience in finance and budget management
- Experience in a unionized environment, an asset
- Experience in the municipal sector, an asset
- Management experience in a process optimization context

Competences

- Good understanding of the issues and challenges of managing a municipal administration
- Professional achievements demonstrating a good strategic vision
- Reputation for integrity and professional ethics
- Bilingual (French and English), both written and spoken

Specific Skills

- Strategic vision and thinking with a focus on operations and results
- Dynamic, participative, mobilising, and unifying leadership
- Political acumen
- Ability to develop and maintain relationships with elected officials, citizens, employees, and other stakeholders
- Ability to manage effectively, mobilise and develop teams and promote their autonomy
- Professionally rigorous, organized, structured and able to manage several priorities at the same time
- Ability to communicate with tact, diplomacy, and sensitivity in delicate situations
- Ability to listen, analyze and make decisions
- Negotiation, problem-solving and conflict-resolution skills
- Oriented towards excellence in service to citizens

Keys Challenges

- Keeping up to date with best practices to lead the organization to innovate and improve its performance
- Promote a culture of teamwork around a shared vision in a perspective of continuous improvement
- Ensure organizational stability
- Mobilise the community's and the organization's key stakeholders around territorial issues and projects
- Ensure the maintenance of an ethical, responsible, and integrated organizational culture in all processes

Why join the City of Westmount

- - Dynamic city with many interesting projects, including infrastructure
- - A competent and professional management team
- - Great challenge for a seasoned manager
- - Important and stimulating challenges of the position
- - Values conveyed by the organization

Management Westmount Employees get:

- A defined benefit pension plan
- Group insurance from the first day of employment
- Paid time off upon hiring (holiday, floating holidays and sick leave)
- An employee and family assistance program
- An annual allocation for physical activity
- A good work-life balance (summer hours depending on the function)
- An inclusive work environment that promotes diversity
- A bilingual work environment
- A training and development programme
- The possibility of teleworking (depending on the nature of the position)

About TALINKO – Executive Search

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Only the people selected for an interview will be contacted. We support the principle of employment equity.

TALINKO is a recruitment firm of middle and senior executives also offering support in the recruitment of members of the board of directors or advisory committee. We operate in different business sectors.

Please note that the masculine is used to lighten the text, without prejudice to the feminine form.

For more information, you can contact:

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