



Director of Communications

DESCRIPTION

Under the authority of the city manager and working closely with the mayor and town council members, the Director of Communications must stay current on municipal projects and issues. The work involves research, development and dissemination of information for projects aimed at informing citizens, public organizations and internal services about municipal administration activities, policies, projects and achievements. The incumbent will function independently to some extent and must show initiative in research projects and in the organization of various tasks assigned to him/her.

RESPONSIBILITIES

- Develop communication plans or programs for information campaigns, and implement the appropriate strategies.
- Assist the town council in fulfilling their commitments to citizens.
- Take on the role of advisor for the external communications of various departments.
- Coordinate, design, write or review all documentation aimed at keeping citizens and the internal audience informed, within deadlines.
- Assume the responsibilities of the position, including the following:
 - . Computer graphics
 - . Publications
 - . Writing speeches for the mayor
 - . Media relations
- Take part in or coordinate special events for the City.
- Keep the Web site updated.
- Oversee the budget of the Communications Department and assess the immediate communication needs, subject to budget availability.
- Manage departmental staff.
- Etc.

EDUCATION, EXPERIENCE, ABILITIES

General education

- University undergraduate degree in a related field.
- Bachelor's degree in communications or public relations an asset.

Professional experience and skills

- Minimum five (5) years of relevant experience commensurate with the responsibilities of the position.
- Municipal sector experience a major asset.
- Excellent writing skills in a variety of genres (speeches, publications, marketing communication).
- Experience in budget management (budgetary oversight).
- Media experience.
- At ease with information technology; proficient in the use of computer tools.
- Up-to-date knowledge of emerging Web trends and interactive tools.

Skills and abilities

- Perfectly fluent in French and English, oral and written.
- Analytical and summative skills.
- Self-reliance, leadership and organizational skills.
- Displays creativity and imagination.
- Upbeat and energetic personality.
- Interpersonal skills; ability to work independently and in a team.
- Superior skills in written and oral communications.
- Organized.
- Versatile and flexible.
- Initiative and proactivity.
- Ability to manage multiple projects simultaneously and within deadlines.
- At ease dealing with management and elected officials; ability to make the link between the political and the administrative.
- Creative; innovator; enjoys teamwork.
- Tact, diplomacy, discretion and political acumen.

**Please forward your curriculum vitae by September 17
to the following address:**

Marie-Josée Boissonneault
Ville de Deux-Montagnes
803 Oka Road
Deux-Montagnes, Quebec J7R 1L8
Re: Director of Communications position

Or by email to:

mjboissonneault@ville.deux-montagnes.qc.ca