

NOTICE NO. 160

**POSTING:
2019.05.03**

ADMINISTRATIVE SERVICES SUPERVISOR

This regular full-time position will be available as of May 27, 2019 at Centennial Regional High School, 880 Hudson, in Greenfield Park.

NATURE OF WORK:

The successful candidate will be responsible for the management of the financial, operational and administrative programs of the school, under the direction of the Principal.

DUTIES:

- Preparation and management of the school's budget;
- Ensure successful daily operation of the building in terms of the facilities;
- Maintaining of building related contracts;
- Booking of facilities for internal and external rentals of facilities;
- Working with the city of Longueuil to ensure that ententes are respected;
- Assisting with Health and Safety meetings, emergency procedures and simulations, such as evacuations and lockdowns;
- Overseeing orders of materials and supply;
- Supervision and evaluation of student supervisors;
- Overseeing the scheduling of student supervisors;
- Overseeing the operation of the school's printing, photocopying, intercom, and security cameras;
- Overseeing the collection of student fees;
- Working with the Governing Board, the Foundation and the school's Parent Participation Organization; for issues related to building facilities and school budget;
- Overseeing the operation of the school's material pick up;
- Assisting with the organization of staff meetings, workshops, etc.;
- Assisting with the school's Awards Ceremonies, Graduation and Open House Evening;
- He/she will assume any other responsibility compatible with the duties which may be assigned to him/her by the principal;

REQUIRED QUALIFICATIONS:

- An undergraduate university certificate in a relevant field of study or hold a senior executive or senior staff position in a school board for which a university diploma is required under the minimum qualifications.

OTHER QUALIFICATIONS:

- Excellent knowledge of English and French; both oral and written;
- Strong communication, organizational, supervisory and interpersonal skills;
- A minimum of five years of relevant experience would be an asset.

SCHEDULE: Monday to Friday from 8:30 a.m. to 4:30 p.m.

SALARY: Salary and working conditions are in conformity with the Regulation respecting the Conditions of Employment of Management Staff and School Boards. The position falls in Classification 03, between \$57,354.00 and \$76,470.00 according to qualifications and experience.

Candidates should submit their applications in writing with a curriculum vitae, **before 4:00 p.m. on May 16, 2019** to Human Resources, by mail or by e-mail at riversidecv@rsb.qc.ca. RSB will send an electronic acknowledgement of receipt for applications sent to that email address.

Riverside School Board has implemented an Equal Access Employment Program and encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities.

2018.05.02/lt

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