

**NOTICE NO. 170**

**SECOND POSTING**

**POSTING:  
2019.06.06**

**ADMINISTRATIVE SERVICES SUPERVISOR**

This regular full-time position is currently available 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 June 19, 2019** to Human Resources, by mail or by e-mail at [riversidecv@rsb.qc.ca](mailto: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.*

2018.06.05/lt

**Français au verso**