

## PLEASE POST

The Eastern Townships School Board  
is seeking candidates for the following administrative position

### DIRECTOR OF MATERIAL RESOURCES

The position of Director of Material Resources entails the performance of all the management duties (planning, organization, supervision, control and evaluation) for all the programs and resources pertaining to the management of Material Resources (Buildings and Equipment) of the school board.

The position consists in playing a key role in providing advice and expertise to the directorate general and to all the administrators of the school board to promote the optimal management of educational resources.

The position requires representation of our School Board on local, regional and provincial committees.

**This position includes, in particular, the following responsibilities:**

#### MATERIAL RESOURCES

The position includes, in particular, responsibility for all the programs and activities pertaining to capital projects, building maintenance, equipment and grounds, supply services, energy resources, immovables, space and accommodation management, safety and upkeep.

- Develop the objectives and strategies of the school board dealing with material resources for which the incumbent is responsible and, where applicable, determine the annual action plan.
- Assume the responsibility for devising, developing, implementing and applying the rules and procedures related to preventive maintenance, physical maintenance and upkeep, supplies and energy management.
- Assume the responsibility for the protection of movables and immovables.
- Assume the responsibility for the construction, improvement, extension and renovation of immovables.
- Ensure that rules and procedures related to purchases, supplies and inventory control are defined.
- Ensure that the policies and action plan dealing with the conversion and use of premises, space and equipment are developed.
- Ensure compliance with rules, laws, and regulations of the Government, the School Board and the Ministry with regards to the contracting process.
- Collaborate with other staff members in negotiating, drafting and applying memorandums of agreement and in developing a plan of allocation and destination of immovables.
- Develop and maintain a communications and exchange network with various partners including ministries, municipalities and businesses.
- Ensure the promotion and application of occupational health and safety rules.
- Create and provide material resources management tools adapted to the needs of the institutions and other administrative units.
- Put in place and promote consultation and cooperation measures.
- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find the appropriate solutions.

## **Overall management of the school board:**

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Represent the school board in matters pertaining to the services.

## **Management of human, financial, material and information resources of his or her administrative unit:**

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the administrative and teaching staff of the School Board.
- Ensure that information is circulated.
- Prepare, administer and monitor the budgets of the departments.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.
- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the Directorate General.

## **QUALIFICATIONS**

Undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position; eight years of relevant experience; excellent leadership abilities and interpersonal skills; fluently bilingual

## **OTHER CONSIDERATIONS**

- Excellent leadership abilities;
- Strong communication and interpersonal skills;
- Mastery of the English and French languages (oral and written);
- Ability to work effectively under pressure and within time constraints;
- Proven ability to work collegially with other administrators within a team.

**PLACE OF WORK:** School Board Office – Magog beginning in August 2018.

## **REMUNERATION**

In accordance with the provisions of the “Regulation Respecting the Conditions of Employment of Management Staff of School Boards” adopted by the Order of the Minister of Education (Class 8).

Applications with curriculum vitae should be forwarded to:

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*We appreciate your interest. Only selected candidates will be contacted.*  
**The Eastern Townships School Board is an equal opportunity employer**