



## HEAD OF ADMINISTRATIVE MANAGER

General Circular No. M-9

<b>Place of Work:</b>	Assistant Director General – Administration and Education
<b>Classification:</b>	3
<b>Status</b>	Temporary Maternity Replacement
<b>Salary Rate:</b>	\$60 864 to \$81 150
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Assistant Director Generals

### Nature of the Work

The position of Administration Officer entails the responsibility of the administrative, technical and manual activities pertaining to the daily operations of the offices of the two Assistant Director Generals of Education and of Administration for the school board.

The position of Administration Officer includes, in particular, the following responsibilities:

- Providing administrative support to both Assistant Director Generals (ADG)
- Maintaining strict confidentiality of documentation and information
- Managing the respective ADG's calendar and agenda
- Managing the budget of the department
- Receiving correspondence and documents and redirect same to the appropriate individual or service as required
- Receiving, distributing and forwarding of mail
- Preparing and transmitting letters, directives, and memoranda, as required by the ADGs
- Communicating on behalf of the ADGs with the Ministry, other school boards, the Council of Commissioners, Directors of Services, principals, professionals and support staff
- Acting as recording secretary for various administrative committees
- Organizing material for meetings including advising the participants
- Reviews and verifies documentation prepared for the ADGs' signature
- Supervising, distributing and verifying work of support staff in the ADGs' offices
- Coordinating between DG's office and ADGs' offices

### Requirements and Qualifications

- Diploma of college studies in a relevant field of studies, preferably Business Administration or a related field
- Five (5) years of relevant experience, ideally also in supervising employees
- Fluency in French and in English (oral and written)
- Ability to maintain a high level of discretion and confidentiality
- Ability to demonstrate a high level of autonomy, professionalism, initiative, and organization
- Excellent interpersonal skills
- Proficiency in the Microsoft Office Suite, including Word, Excel, Office and Outlook
- Ability to work extended hours, as required

To view job description as outlined in the classification plan [click here](#)

Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca) to the attention of Ms. Ann Watson, Director of the Human Resources Department,

**by Thursday December 19 by 4:00 p.m.**

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.