



KAHNAWÀ:KE EDUCATION CENTER

P.O. BOX 1000
KAHNAWAKE, QUEBEC J0L 1B0
TEL: (450) 632-8770 FAX: (450) 632-8042
WWW.KECEDU.CA

EMPLOYMENT OPPORTUNITY

POSITION: Administration Manager

LOCATION: KAHNAWÀ:KE EDUCATION CENTER

SALARY RANGE: \$57,427.00 - \$68,913.00

DURATION: Indeterminate Contract, with six (6) month probationary period.
Tentative Start Date: October 14, 2019.

REQUIREMENTS:

- Three to five years of operations management experience including managing a team
- Knowledge of business process improvement and project management principles
- Bachelor's Degree in business, computer science, or other related field or equivalent
- Project management certification is considered an asset
- An equivalent combination of education and experience would be considered

APPLICATION

DEADLINE: **Friday, September 20, 2019 at 12:00 p.m.**

APPLICATION REQUIREMENTS:

All required documents must be submitted before the deadline for your application to be considered:

- Résumé
- Letter of Intent
- Three (3) professional reference contacts (Name and Number)
- Provide proof of educational requirements (see attached job description for the qualifications)

The Kahnawà:ke Education Center wishes to thank all those who apply. However, **only** qualified candidates with complete applications will be contacted for an interview.

PLEASE SEND YOUR APPLICATION AND ALL REQUIRED DOCUMENTS TO:

HUMAN RESOURCES DEPARTMENT

Kahnawà:ke Education Center

P.O. Box 1000

Kahnawà:ke Mohawk Territory, J0L 1B0

Email: cv@kecedu.ca



General Information

Position Title:	Administration Manager
Reports To:	Director of Finance and Administration
Direct Reports:	Sr. Database Administrator, Sr. Network Technician, Building Attendants (3), Communications Officer
Indirect Reports:	Not applicable
Date:	September 2019

About Kahnawà:ke Education Center

The mission of the Kahnawà:ke Education Center (KEC) is to provide the children who live in Kahnawà:ke with a solid and well-rounded education laying the foundation for their future careers. The mission of KEC is carried out by the Kahnawà:ke Combined Schools Committee (KCSC) as well as the administrative arm of KEC. The KEC is responsible for the operation and support of three schools in the Kahnawà:ke community and post secondary administration.

Position Summary

Working with the Director of Finance and Administration, the Administration Manager is responsible for supporting the organization's operational support functions including information technology, facilities management and communications. This includes ensuring communication between teams, alignment of team member activities and managing the performance of direct reports for the achievement of KEC's goals and objectives.

Key Accountabilities

Accountability 1: Strategic Administration Initiatives (25%)

- Work with the Director of Finance and Administration to create an administration strategy in alignment with the strategic plan
- Responsible for carrying out special projects in order to achieve organizational objectives
- Responsible for the development and maintenance of IT, communications and facilities management policies, procedures, and processes
- Provide guidance for change management initiatives
- Anticipate and identify relevant emerging issues, trends, and problems
- Stay up-to-date on relevant legislation to determine the impact on the organization
- Keep abreast of legislative requirements in relation to KEC operations
- Provide support to the Director of Finance and Administration including assisting with strategic planning, participating in the annual budget preparation process, and keeping the Director informed about non-academic, operational matters

Accountability 2: General Operations Management (50%)

- Oversee the information technology, facilities management and communications functions
- Support the implementation of ongoing information technology, facilities, and communications programs
- Ensure that regular reporting is provided by staff in each of these areas to senior management
- Review, develop and improve the structure and operation of administrative systems
- Oversee production and maintenance of the process and procedures manuals for IT, facilities, and communications operations
- Prepare the agenda for staff meetings and chair staff meetings
- Ensure the development and maintenance of an occupational health and safety program and accompanying policies and procedures and team member education in relation to the programs



- Develop and maintain operational policies and procedures to fulfil legislative requirements and ensure compliance with appropriate policies and standard operating procedures

Accountability 3: People Management (25%)

- Manage and lead the IT, facilities management and communications teams
- Provide ongoing, effective feedback to team members to encourage their growth and development as well as to better achieve goals
- Identify team staffing needs and work with HR to develop plans to ensure that recruitment and staffing requirements are met
- Manage employee relations and conflict management issues within team while drawing on the assistance and expertise of HR
- Facilitate KEC's annual performance management program for direct reports
- Assess training and development needs within team and work with HR to identify the appropriate developmental opportunities
- Coach employees in career planning and ongoing skill development
- Lead by example by networking within the community and within the schools in order to enhance the reputation of the system, support recruitment efforts and improve student registration rates

Skill & Competency Requirements

Core Competencies:

The necessary core competencies for this position include excellent problem-solving, critical thinking and collaboration. This individual will possess a high level of integrity, and an ability to build trust and demonstrate respect for people at all levels. Effective organizational, planning, priority and time management skills are critical for this position. Well-developed interpersonal communication skills and the ability to build and maintain strong relationships with employees, managers and council members are also required.

Technical Competencies:

Required technical competencies for this position include well-developed general operations management skills. The incumbent can effectively manage the information technology, facilities, and communications functions and support change within an organization and assist in building a strategic, proactive, respected human resource function. Proficiency in the use of technology and computer programs such as Microsoft Office, GP accounting software and other relevant software is critical to the success of the role.

Education, Knowledge & Experience

This position will be of interest to candidates with:

- Three to five years of operations management experience including managing a team
- Knowledge of business process improvement and project management principles
- Bachelor's Degree in business, computer science, or other related field
- Project management certification is considered an asset
- An equivalent combination of education and experience would be considered