



The Ottawa-Carleton District School Board is the largest school board in Eastern Ontario and offers students and parents a world of choice for learning. Our nearly 150 schools offer a wide range of programs to promote learning excellence and meet the individual needs of students, parents, and the community at large. Our schools are teaching communities where principals, vice-principals, teachers and support staff nurture student well-being and challenge students to achieve their best.

We are seeking a creative, dynamic, committed professional to join our team:

General Manager, Board Services

100% Regular

\$125,934 to \$146,993 (Union Exempt, Level 10)

Under the general direction of the Executive Officer, Corporate Services, the General Manager of Board Services is responsible for overseeing the operation and activities of Corporate Records, Policies and Procedures, and the Board Services Divisions. This position is responsible for supporting the work of the Board of Trustees and acts as a liaison between the Board and staff, and the Board and the community; works with senior management staff on report preparation and recommendations to the Board; ensures both public and in-camera agendas are published and that decisions of the Board are properly recorded and communicated.

Key responsibilities include but are not limited to:

- Providing advice to the Chair of the Board, the Vice Chair and the Chairs of major Committees on procedural matters, the board's by-laws, and policies, in writing and at meetings;
- Preparing reports to the Board and its Committees on governance issues, including the Board by-laws and any issues affecting the composition and mandate of committees and trustee representation on external groups or boards;
- Researching specific issues in support of Board and Committee activities, reviewing precedents and advising trustees on how to achieve their objective in terms of procedure or notices of motion;
- Managing Trustee budgets and expenditures;
- Ensuring the accuracy and timeliness of the official record of the Board which includes reviewing, editing and finalizing all reports prepared in the Board Services areas, including minutes and summaries of proceedings;
- Managing the electronic meeting management program and records;
- Overseeing and coordinating the development, revision and approval of new and existing policies and procedures;
- Preparing, administering and monitoring operating budgets and/or special purpose funding grants for Board Services, Corporate Records, and Policies and Procedures.

Qualifications

- Post-secondary degree in Public Administration, Political Science, Social Sciences, Business Administration, Records Management, or a related field and 3-5 years of related experience, preferably in corporate services, legislative services, legal services, records management or local government. An equivalent combination of education and experience may also be considered;
- Experience with board / committee agenda and minute preparation is required;
- Completion of the Certified Municipal Officer Program through the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is considered an asset;
- Knowledge of parliamentary procedures and legislation pertaining to education and local government, in particular, the Education Act and the Municipal Act;
- Management skills required for hiring, supervising and evaluating work performance, including leadership for training, mentoring, motivating teams;
- Demonstrates problem solving and conflict resolution skills;
- Interpersonal and communication (oral and written) skills for liaising and supporting Board of Trustees and Senior level management, and responding or clarifying information requiring high level of tact, diplomacy and discretion;
- Ability to foster and maintain effective working relationships with diverse individuals, and a demonstrated commitment to equity and inclusion;
- Ability to make presentations, facilitate workshops and/or training sessions;
- Writing skills for the preparation of reports, agendas, board motions, requiring attention to detail, correctness and accuracy;
- Organizational skills and time management techniques for organizing and tracking priorities, numerous reports and board motions/decisions, all within tight timelines;
- Possesses political and organizational acumen; good judgement and sound decision-making;
- Proficiency in computer applications, including word processing, databases and spreadsheets in order to effectively accomplish work;

*Note: Required to attend evening Board meetings.

Application Process

Qualified candidates are invited to submit their application through the following link:

http://network.applytoeducation.com/Applicant/jobposting/jobdetails.aspx?JOB_POSTING_ID=5f0736bd-9b7e-4eb0-bd73-72eab5345cc3&PAGE=1&locale=en&maf=0

If you do not have an existing Apply to Education account, you will be asked to create one. Choose *ECE, EA & Support Staff* as the job category. You must upload a resume and covering letter which outlines your qualifications and suitability for this position.

Application deadline: September 27, 2024 at 2:00 pm EST.

Applications will be considered in accordance with the Union Exempt Employee Handbook. We thank all applicants, however, only those selected for an interview will be contacted.

OCDSB employees serve students, colleagues, families and community partners. We invite people of all abilities, orientations, faiths, ethnicities, races, genders and ages to join us as we create learning and working spaces that honour the unceded and unsundered land of the Algonquin people, and respect, value and increasingly reflect the diversity of Ottawa. Your lived experience is an essential contribution to deliver the education every student deserves with dignity.

If you require accommodations at any point in the selection process, please send an email to hrcompetitions@ocdsb.ca at any time.

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