

## Anglophone North School District

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**Anglophone North School District invites applications for the following position:**

### **Assistant Manager - Operations**

**Miramichi Education Centre**

**TERM POSITION until July 3, 2020 with the possibility of renewal or permanency**

**Competition # 19-50**

As part of the Facilities and Transportation teams, the Assistant Manager - Operations is responsible to assist the Facilities and Transportation departments in planning and maintaining operations as outlined by their Managers.

#### **Tasks:**

Under the direction of the Managers, the Assistant Manager is expected to perform a wide variety of duties using independent judgment, initiative and critical thinking and assisting in various areas as outlined by the Managers. These duties could include, but are not limited to the following areas:

- In a computerized environment, preparation and implementation of custodial workload schedules on a per school basis.
- Prepare and maintain a database of custodial equipment in district.
- Assist in maintaining detailed records of bus routes, lists of students being conveyed and files on all school bus drivers.
- Assist in data base management and implementation of any new Transportation or Facilities software.
- Other duties may be assigned

#### **Qualifications:**

- Graduation from university, community college, and/or technical school.
- Experience related to management of people, building management, fleet management or software projects would be considered as an asset.
- Demonstrated computer literacy with strong skills in all MS Office products and database programs.
- Exceptional written, organizational, interpersonal and communication skills.
- Written and spoken competency in English is required.
- A combination of education and experience maybe considered.
- Incumbent must have excellent interpretation, analytical and interpersonal skills.
- Must be able to work independently, accurately and in a confidential manner.
- Must have a valid driver's licence and transportation for travel within NB as required.

**Salary:** This position falls under Pay Band 4 (\$49,218 – \$68,848 Annually)

**Application:** Applications are to be received no later than **Friday, April 26<sup>th</sup>, 2019 at 12:00 noon**. You must apply by submitting your application with a cover letter as well as a resume outlining your qualifications for the position, a copy of post-secondary transcripts (if applicable), and the name and contact information of two references. Incomplete applications will not be considered.

Applications can be e-mailed, quoting the position title in the e-mail subject line, to [ASDNJobs@nbed.nb.ca](mailto:ASDNJobs@nbed.nb.ca), or sent by mail to:

Human Resources  
Anglophone North School District  
78 Henderson Street, Miramichi, NB, E1N 2R7

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Subject to the response of this competition, education and/or experience requirements may be changed. Thank you in advance for applying. Only those selected for an interview will be contacted.