



Prairie Valley School Division invites applications for the position of

DEPUTY DIRECTOR –

**Division Services, Chief Financial Officer & Secretary
to the Board**

Prairie Valley School Division is seeking a strategic and innovative leader for the position of Deputy Director – Division Services, Chief Financial Officer (CFO) and Secretary to the Board of Education. The position provides direct leadership for the business related functions of the Division including finance, facilities, transportation, information technology and communications. The position shares responsibility for human resources.

The candidate will have attained an undergraduate or graduate degree in business administration, public administration or a related discipline or a professional accounting designation. The candidate will also have at least five years of successful senior level management, administrative and supervisory experience, ideally serving a governance board. For a complete job description visit www.pvsd.ca/careers

With a division office adjacent to the City of Regina, Prairie Valley School Division serves over 8,400 students in 39 schools in 32 communities in southeastern Saskatchewan.

Key Knowledge, Skills and Abilities

The candidate will have demonstrated success in:

- Innovative, strategic and collaborative leadership in a wide range of business-related support functions.
- Tracking and analyzing performance and taking action to improve service delivery to students and schools.
- Finance, risk management, strategic planning and organizational and project management.
- Human resource development, management, succession planning and performance evaluation.
- Policy development, implementation, evaluation and monitoring.
- Best practices in not for profit board operations.
- A broad understanding of best practices, current research and provincial initiatives in Pre-K-12 education.
- Communicating effectively and building and maintaining positive relations with staff, Board members, communities and other stakeholders.

Key Responsibilities

- Working collaboratively with the Director of Education and the Deputy Director of Instruction and School Operations in the strategic leadership, organizational development and operational management of all aspects of school division operations.
- Leading the Division Services management team, aligning and integrating efforts and resources across finance, facilities, human resources, transportation, information technology and communications to provide cohesive, effective and efficient non-instructional support services.

- Providing timely, accurate and high quality executive support services to the Board of Education including preparing and monitoring an annual board work plan, preparing monthly agendas, preparing or overseeing high quality materials for the Board package, preparing and retaining accurate minutes and records, overseeing Board elections, managing Board remuneration claims and preparing briefing materials for the Board Chair.
- Developing and managing the annual strategic planning and budget development process to align efforts across the organization in support of the organization's strategic direction and priorities.
- With the Administrative Council Executive, co-leading the development, implementation and monitoring of the division strategic plan, ensuring alignment with Ministry and sector planning work.
- Leading the development and implementation of internal and public reporting and accountability work across the organization, ensuring that the division demonstrates transparency in the financial affairs and operations of the division.
- Building and maintaining strong, positive relationships with Board members, staff, First Nations, government officials, other school divisions and educational partners.

The position will commence on or about December 1, 2019.

Interested applicants are invited to email a letter of application, curriculum vitae/resume, and the names of three employment references by October 14, 2019 to Don Hoium, Hoium Strategic Leadership at d.hoium@sasktel.net

The interest of all applicants is appreciated; however, only those selected for an interview will be contacted.