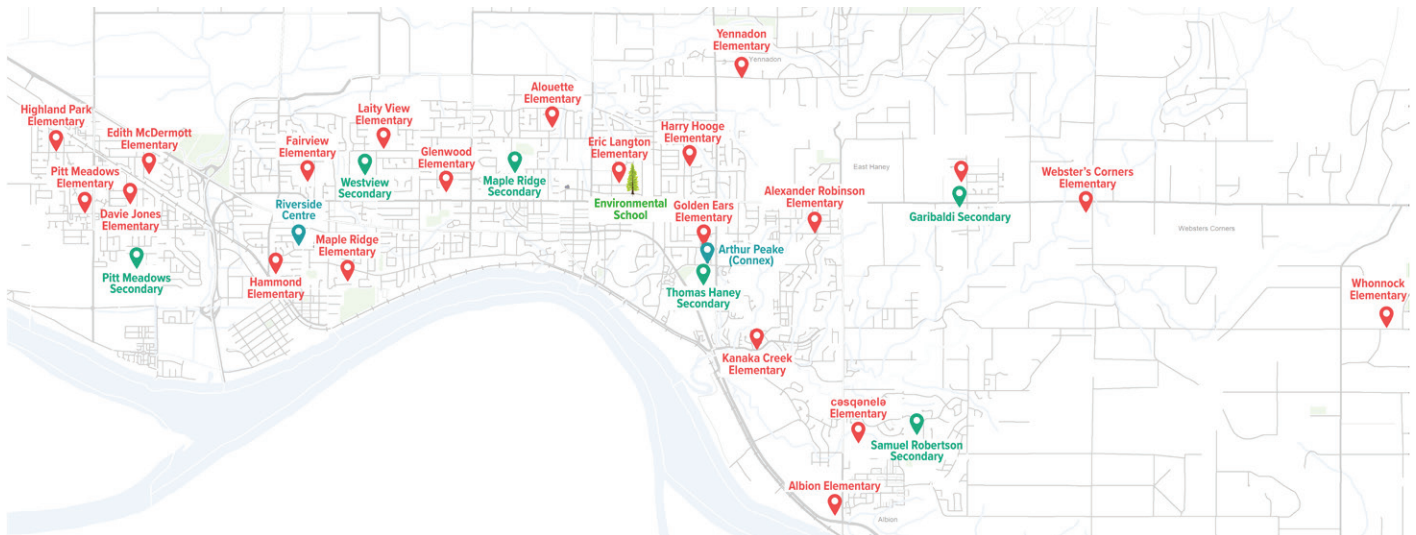




Secretary-Treasurer

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





THE ORGANIZATION **MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT**

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit www.sd42.ca.

THE OPPORTUNITY **SECRETARY-TREASURER**

The Maple Ridge and Pitt Meadows school district is seeking a secretary-treasurer who will be responsible for ensuring resources are optimally and effectively allocated to support the achievement of the school district's strategic objectives. Reporting directly to the superintendent of schools and CEO, and working closely with the Board of Education, the secretary-treasurer is a critical member of the leadership team who plays a key role in ensuring the school district can fulfill its mandate of effective governance and responsible management of financial and business affairs.

The ideal candidate brings a university degree in a relevant discipline, combined with a professional accounting designation (CPA) and a demonstrated track record of success in senior leadership roles in public sector organizations such as school districts, municipalities, post-secondary education or healthcare. They would have been responsible for a broad portfolio, including governance and legislation, finance, facilities, administration, and business operations.

RESPONSIBILITIES

Reporting to the superintendent of schools and CEO, the secretary-treasurer is the chief business official and heads the district's business division, which is responsible for finance, facilities and support services.

As the chief financial officer of the Board of Education, the secretary-treasurer is responsible to the board and the Ministry of Education and Child Care for financial statements, corporate records, minutes, and procedural documents of the district. The School Act requires the secretary-treasurer preside over the official records of the district, including board minutes, all legal documentation and the budget.

The secretary-treasurer is responsible to the superintendent of schools for developing and maintaining an effective business operation in the school district, including finance, business information technology and facilities. As required by legislation, and as further delineated by board policy, the secretary-treasurer also holds a position of responsibility for the creation and care of the official records of the board and for duties related to the board's corporate affairs.

Board of Education

- Provides support to the Board of Education and its committees in the fulfillment of their governance responsibilities.

District Leadership

- As a member of the senior management team, participates as a full member in the consideration of educational, organizational, operating and financial policy issues.

District Strategic Plan

- Contributes to the development of and has shared responsibility for the successful implementation of a strategic plan that establishes goals, identifies key strategies, and sets objectives and plans.

Operational Plan for Department

- Within the context of the district's strategic plan and with input from all key user groups, formulates and recommends to the superintendent an operational plan for the business division.

Policies and Procedures

- As the chief financial officer of the school district, ensures the district operates with financial policies and procedures that are consistent with the needs of the district and regulatory reporting, and that conform with all aspects of the School Act, Public Sector Accounting Standards and other applicable legislation.

Financial Administration, Procurement and Transportation

- Through the assistant secretary-treasurer, ensures effective operation of the school district's supportive business functions, including budgeting, financial reporting, balance sheet management, treasury, capital accounting, control and audit, payroll, benefits administration, purchasing and transportation.

Facilities Planning, Maintenance, Custodial and Grounds

- Through the director, facilities and maintenance, ensures effective operation of the school district's facilities planning, community rentals, maintenance, custodial and ground operations. Responsible for the development and implementation of the strategic facilities plan.

Insurance Risk Management

- Ensures all insurable risks are covered by insurance at an appropriate level as determined by the Board of Education and the School Act.



Legal

- As corporate secretary, ensures compliance with legal requirements of the School Act and other legislation regarding financial, trustee and board-related matters. Ensures all board decisions are handled in a manner that complies with the law. Reviews and approves all legal contracts and business transactions for compliance with legal requirements.
- Prepares contracts on various matters, seeks regulatory approvals, and acts otherwise in a legal capacity, employing legal counsel as required.

Community and External Relations

- Develops and maintains effective relationships with officials of the Ministry of Education and Child Care, the City of Maple Ridge, the City of Pitt Meadows, Metro Vancouver, the community, and other institutions and organizations with an interest in the school district.

QUALIFICATIONS

- A university degree in a relevant discipline combined with a professional accounting designation (CPA). A demonstrated track record of continuous lifelong learning.
- Several years of progressive leadership experience at a senior level as a member of a senior leadership team, leading a large team and a diverse portfolio.
- Experience in operational and strategic planning, policy development and financial analysis.
- Significant experience in financial and capital planning, human resources, labour relations, information systems, and risk management of comparable complexity and magnitude.
- Demonstrated experience in negotiating and managing contracts, relationships, and partnerships.
- Demonstrated ability to establish and sustain positive and productive relationships and partnerships with community, business, government, and other institutions and organizations locally and provincially.
- Works cooperatively and collaboratively with staff, senior executive and boards.
- Outstanding interpersonal, conflict management, negotiating and oral/ written communication skills with a track record of effectiveness in a team setting.
- Strategic and critical thinking abilities within a broadly accountable context whose objectives extend beyond financial results.

REPORTING RELATIONSHIPS

Reports to: Superintendent of Schools and CEO

Works closely with:

- Board of Education (7 Trustees)
- Senior team (deputy superintendent, assistant superintendents, director of instruction, director of human resources, senior manager communications)

Direct reports:

- *Assistant Secretary-Treasurer*
- *Director, Facilities and Maintenance*
- *Senior Business Manager*
- *Manager, Sustainability*
- *Executive Coordinator*

Total Staff: 120

COMPENSATION

A competitive compensation package will be provided, including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

TO APPLY

To apply, please send your cover letter and resume to dionne_macdonald@sd42.ca by **May 30, 2023**.

CANDIDATE PROFILE SECRETARY-TREASURER

PRIORITY CRITERIA

- 1. Education:** A university degree in a relevant discipline combined with a professional accounting designation (CPA). A demonstrated track record of continuous lifelong learning.
- 2. Experience:** An experienced leader with demonstrated track record of success in senior leadership roles in public sector organizations such as school districts, municipalities, post-secondary education or healthcare, with responsibility for a broad portfolio including finance, administration and business operations. Experience working with and supporting a board.
- 3. Strong Leadership Skills:** An open and collaborative team leader who can recruit, develop, mentor, and motivate a team, creating a strong, positive, and open culture within their department. Strong leadership skills, effective delegator; sets high standards and holds people accountable. Empathetic, sensitive to others, consistent in approach. Has demonstrated a high level of cultural sensitivity and has built respectful relationships with a diverse group of partners and individuals.
- 4. Strategic and Innovative Thinker:** Strong planning skills; develops plans in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals and needs. Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/ processes. Successful in managing change in a complex organization.
- 5. Superior Relationship Skills:** A people person who will be visible across the organization and in the community. Treats colleagues and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees. Demonstrated commitment to consultation and is effective at consulting with internal and external parties regarding needs and expectations. Committed to building positive, collaborative relations.
- 6. Strong Financial Acumen:** Understands the government's fiscal framework and budgeting process for school districts; strong sense of accountability for the effective utilization of the resources of the school district; able to align financial planning with identified priorities; able to provide progressive financial planning advice to senior management and the board.
- 7. Team Orientation:** Is a team player with strong team building skills and believes that success is achieved through the efforts of the team, not the individual.
- 8. Communication and Interpersonal:** An open and direct communicator with excellent writing and presentation skills. A highly effective listener. Able to communicate effectively with diverse audiences in an open and direct manner. Comfortable operating in a highly visible role. Excellent interpersonal skills, accessible and approachable. Willing to listen to the ideas of others and actively seek out opportunities to learn from others.
- 9. Politically Astute:** Ideally, understands the political dynamics of elected boards of education, local and provincial government. Possesses the ability to build consensus in a large and complex organization with many internal and external stakeholders.
- 10. Personal Characteristics:** Passionate about education. Patient and persistent while advancing initiatives and achieving results. A reputation for integrity, openness and transparency; authentic and well-grounded. Demonstrates a personal values system that is aligned with the vision, mission, and values of the school district.