

EMPLOYMENT OPPORTUNITY



SUPERINTENDENT (BUDGETS & CONTROL)

General Circular No. M-7

Place of Work:	Material Resources Department
Classification:	5
Salary Rate:	\$81 516 to \$108 684
Start Date:	Determined by the Board
Immediate Superior:	Director

Nature of the Work

The Superintendent (Budgets & Control) is responsible for carrying out administrative tasks and ensuring that administrative activities follow best practices and rules for the management of human, financial, material, informational and technical resources of the organization. They occupy an advisory role with other managers to support them in their administrative responsibilities and accountability.

Key Responsibilities:

- Ensure the completion of all administrative activities required for the management of the key resources of the Material Resources (human, financial, material, informational and technical).
- Coordinate all administrative activities (including clerical tasks) with Office agents to ensure proper function of the establishments
- Support the Material Resource Director and Assistant Director in overseeing and controlling all accounting activities and operations related to the management of Material Resources and Financial resources.
- Develop and update processes, systems, and procedures relating to office and administrative management for the Material Resources department and ensure their application.
- Collaborate with the Director in preparing budget forecasts and ensure these forecasts are respected.
- Work closely with the Director of Material Resources to develop the staffing plan and budget allocation, including participating in the assessment of needs in terms of human, financial, material, information and technical resources
- Participate as needed in the development of strategic objectives and priorities for Material Resources.
- Collaborate in defining and producing tools for the management of human, financial, material, information and technical resources necessary for the proper functioning of the Material Resources division.
- Produce reports and documents required for management and the reporting of the expenses and budgets of the Material Resources to the Financial Services and the MEQ.
- Forecast the expenses per category and/or measures of each division of MR in collaboration with the management team, on a monthly frequency to issue recommendation in order to respect or adjust the funding.
- Collaborates with Financial Service and the operations and projects and infrastructure divisions of MR.
- Direct supervision (hiring, performance management, oversight of responsibilities) of the following positions: Office Agent.
- May participate, on a rotational basis, in the duty roster (watch and guard of buildings) for weekends, evening and holidays. At the discretion of the Director and as per the workload and the critical activities of the position.

Requirements and Qualifications

- Diploma of collegial studies in an appropriate field of study
AND 6 years of professional experience in relevant field.
- OR
- Secondary V Diploma or Vocational studies in administration or a similar field
AND 10 years of professional experience in relevant field
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- Ability to advise, coach and support other managers and office support staff
 - Team management capabilities, particularly the capability to delegate responsibilities (ownership) and ensure accountability
 - Strong commitment and focus on process efficiency for the optimization and continuous improvement to operational effectiveness with the ability to drive a culture of efficiency and effectiveness
 - Demonstrated administrative experience and strong understanding of administrative processes and systems.
 - Experience managing, analyzing and controlling budgets and expenses
 - High degree of discretion required in handling confidential information
 - Strong and fluent written and verbal communication skills in both English and French.
 - Proficiency in MS Office suite - Excel, MS Project, PowerPoint, Teams
 - Proficiency in GRDS, Dofin, Achat and GRH pay software's, would be an asset

To view job description as outlined in the classification plan [click here](#)

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.gc.ca
to the attention of Ms. Ann Watson, Director of the Human Resources Department,

by Friday, January 9, 2026 by 4:00 p.m.

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.