



**REGINA  
PUBLIC  
SCHOOLS**

## **Regina Public Schools**

### **Deputy Director – Division Services & Chief Financial Officer**

Regina Public Schools is seeking an innovative and strategic leader for the position of Deputy Director – Division Services & Chief Financial Officer (CFO). The position leads the business-related functions of the Division including human resources, finance, purchasing, transportation, stores & distribution, and facilities.

The candidate will have attained a Bachelor of Business Degree or related studies. Experience with finance/accounting is required and legal experience is an asset. The candidate will also have completed 10-15 years of progressive corporate experience ideally including serving a governance board.

#### **Key Competencies:**

The candidate will have demonstrated success in:

- Innovative and collaborative leadership in a wide range of business-related support functions.
- Strategic thinking anticipating future trends and consequences in developing solutions.
- Effective interpersonal and communication skills with a variety of internal and external stakeholders.
- Organizing and managing large scale projects involving multiple stakeholders and changing priorities.
- Distributed leadership that shares accountability and responsibility through delegation, coaching and mentoring colleagues.
- Negotiating skills that take a problem-solving approach and addressing differences while maintaining positive relations.
- Conflict management that finds common ground through focused listening.
- Managerial courage that provides direct and complete feedback to others when required.
- Championing diversity and adaptive leadership.
- Ability to deal with and balance competing priorities.

#### **Key Responsibilities:**

The candidate will have demonstrated success in:

- Preparing governance meeting materials, minutes and conducting and preserving governance correspondence and providing advice to the governance board and Director of Education on policy, legislative and contractual obligations and compliance.
- Leading strategic planning and goal setting for department operational plans.
- Large scale budgeting including capital and operational budgets.
- Providing fiscal management and monitoring.
- Managing capital projects and negotiating with government and lending institutions as required.
- Managing risk and the provision of safe facilities and safe effective student transportation services.
- Establishing goals and objectives for collective bargaining.

- Representing an organization on a variety of sector, interagency and community-based committees.
- Leasing and disposing of property.
- Ensuring development of procedures relative to the business-related functions of an organization.
- Ensuring compliance with records retention and disposal functions for a Board and responding to Freedom of Information requests.

The position will commence on November 1, 2019 or another mutually acceptable date.

Interested applicants are invited to email a letter of application, curriculum vitae/resume, and the names of three employment references by July 15, 2019 to Don Hoium, Hoium Strategic Leadership at [d.hoium@sasktel.net](mailto:d.hoium@sasktel.net)

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