



## ASSISTANT DIRECTOR – MATERIAL RESOURCES SERVICES

Would you like to leverage your expertise in material resources and procurement management while contributing to the mission of Champlain Regional College and its constituent colleges? Join our dynamic team as **Assistant Director of Material Resources Services**.

**Position status:** Regular, full-time position

**Workplace:** 1301, boul. de Portland, Sherbrooke (Québec)

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## POSITION DESCRIPTION

Reporting to the Director of Administrative Services, you will be responsible for planning, organizing, coordinating, directing, and monitoring all activities related to the administrative management of material resources.

You will oversee production and investment budget planning, be responsible for the administrative management of building projects (renovation and construction), and conduct building audits, be responsible for systems and software packages for the Material Resources and Procurement Department, as well as various accountability processes, while ensuring compliance with the College's regulations, policies, and procedures.

As a subject matter expert, you will be a key advisor to your team and the College's managers. You will also work closely with the administrative units of the three constituent colleges.

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## GENERAL RESPONSIBILITIES

- Define the department's strategic objectives and directions in line with those of the College.
  - Support management in developing strategies and policies.
  - Develop and optimize the department based on needs and available resources.
  - Ensure effective management of the department's human, financial, and material resources.
  - Guarantee the integrity and effectiveness of the institution's material resource management systems.
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## **SPECIFIC RESPONSIBILITIES**

- Contribute to the development of policies and the implementation of administrative procedures;
- Represent the College before external organizations on all matters related to material and building resources.
- Manage the procurement department.
- Ensure the application of laws, regulations, and agreements based on best practices in this sector.
- Ensure accountability in contract and construction management.
- Develop optimized internal control tools and mechanisms, including the development of administrative systems.
- Ensure the application of contractual rules and the management of tender calls.
- Participate in the preparation of budget projections and the annual budget (investment funds).
- Advise and support managers in the preparation and monitoring of their budgets.
- Coordinate the implementation of software for preventative maintenance, asset maintenance, or project management.
- Ensure the updating and security of property management information systems.
- Administer the document management component relating to plans, specifications, shop drawings, inventories, and technical documentation related to buildings and certain equipment.

## **REQUIRED COMPETENCIES**

The incumbent is recognized for their strong ethical sense, inspiring leadership, and interpersonal skills. They possess excellent judgment, open-mindedness, and listening skills. They demonstrate a strong capacity for teamwork and possess analytical and synthesis skills that allow them to manage multiple projects simultaneously.

They must possess a strong sense of ethics, be honest and rigorous, and possess sound judgment. They possess strong organizational skills and know how to effectively manage priorities.

They contribute to the continuous optimization and automation of our processes, while respecting individuals, their development, and their strengths. Able to work under pressure, they demonstrate decisiveness, illustrated by concrete achievements.

In addition to possessing extensive knowledge of contract management, the incumbent has extensive expertise in project management.

## **REQUIRED QUALIFICATIONS**

- Hold a bachelor's degree in business administration, architecture, engineering, or a relevant discipline.
- Have at least three (3) years of relevant experience.
- Have a good knowledge of public sector laws and regulations.
- Have a very good level of French as well as a functional level of English, both spoken and written.

## WORKING CONDITIONS

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* and the Management Personnel Policy, the incumbent will benefit from the following:

- Annual salary for Class 7 between \$84,101 and \$112,133 (salary scale under review for management positions);
- Six (6) weeks of vacation (after one year of service) and one additional day per year of service, up to a maximum of seven (7) weeks;
- Thirteen (13) statutory holidays;
- Pension Plan of Management Personnel (PPMP) and group insurance program;
- Access to an EAP and telemedicine service;
- Professional development program for management personnel.

## APPLICATIONS

Please submit your resume and cover letter to: [selectioncommittee@crcmail.net](mailto:selectioncommittee@crcmail.net)

*N.B.: Candidates will undergo selection tests. Only candidates selected for an interview will be contacted. Champlain Regional College is an equal opportunity employer and invites candidates to identify themselves as members of a group covered by the Act respecting equal access to employment in public bodies.*

Champlain Regional College recruits on the basis of merit and is firmly committed to equity, diversity and including within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous peoples, persons with disabilities, ethnic minorities, and persons of minatory sexual orientations and gender identities, as well as all qualified candidates who posses the skills and knowledge to engage productively with diverse communities.

<b>START DATE:</b>	As soon as possible
<b>POSTING DATE:</b>	Thursday, May 15, 2025
<b>POSTING CLOSING DATE:</b>	Friday, May 23, 2025 at 11:59 pm