School District 6 (Rocky Mountain) is seeking an Operations Coordinator to join the Operations administration team to support day-to-day business activities for the Operations Department commencing October 4, 2021.

School District No. 6 (Rocky Mountain) is located in the beautiful Columbia Valley in the East Kootenay on the territories of the Ktunaxa and the Secwépemc peoples and the chosen home of the Métis Peoples. School District 6 serves 3343 students in 18 schools spread over 270 kilometers along the Rocky Mountains. The District employs 750 people across 3 communities of Golden, Invermere and Kimberley with an annual operating and capital budget of 41 million dollars. The District’s motto is “Quest for Quality” and the District is committed to an operating model that fosters collaboration, shared decision-making, and innovation.

Reporting to the Director of Operations, the Operations Coordinator assists the Director of Operations in the management of the day-to-day business activities of the Operations Department. Specifically, they assume responsibility for coordinating and maintaining the department’s operating, finance and employee management programs, and assists the Director of Operations with the property management, construction management, procurement, utility management, custodial, maintenance and transportation operations, health and safety, risk management, and quality assurance programs. In addition, this employee supports the zone Operations Supervisors in Kimberley, Invermere and Golden, with business activities that relate to zonal operations, such as the coordination of annual service contractors, contract management, supply management and procurement practices. This position assumes responsibility for administration and maintenance of the department’s facility asset management software, the student transportation software, monitoring and tracking expenditures and maintaining inventory databases for the department.

The successful candidate will be an individual who is a self-motivated, self-starter with demonstrated professionalism, superior organizational, administrative, financial, procurement, and communication skills. The successful candidate will have completed a Business Administration program or equivalent education or related successful experience. Knowledge of facility and construction management and the motor vehicle act as it relates to the transportation of students is an asset. The successful candidate will build positive relationships within the district, with outside agencies and contractors. The capability to balance the demands and meet deadlines is expected.

The successful candidate will possess:
- A Business management certificate or equivalent education or related successful experience
- Experience in business operations, facility and construction management, and the motor vehicle act as it relates to the transportation of students
- Superior organizational, management and communication skills
- Proficient in MS Office and excellent computer skills
- Excellent record keeping skills
- Proven ability to work effectively in an administration leadership team and build a strong relationships

Applications for this opportunity must be submitted by Wednesday, September 8, 2021 at 4:00 p.m. MST via Make a Future http://sd6-makeafuture.simplication.com (Make a Future #3079527). Applications must include a cover letter, resume and two professional references.

Please address questions regarding this position to Steve Jackson, Director of Operations.

We thank all applicants for their interest in this position. Please note that we will only be in contact with those individuals moving forward in the process.