



Position: Director of Operations

Reports To: Bishop

Date: April 2019

Position Overview

The Director of Operations, reporting to the Bishop, will oversee the service delivery of the administrative and operational services (i.e., non-ministry services) of the Catholic Pastoral Centre (CPC).

Position Summary by Areas of Responsibility

Administrative & Operational Management

The Director of Operations, will manage and oversee the administrative and operational functions of the CPC.

Duties Include:

- Management of the appointed Staff to these offices – specifically administrative assistance workflow and workload
- Developing and managing professional development plans for Staff
- Developing and fine-tuning of Office Mandates
- Budgeting for expenditures and reviewing quarterly with direct reports
- Evaluating operations service delivery offerings for both frequency and quality
- Responding to operations service delivery requests from the Bishop, Chancery and CPC Staff

Facility

The Director of Operations, will manage the physical and technical needs of the CPC.

Duties Include:

- Managing technical side of the Diocesan website and overseeing/budgeting for information technology (IT) needs of the CPC
- Managing physical office transitions and set-ups
- Managing office equipment and supply needs of the CPC
- Reporting CPC facility/custodial requirements to the Cathedral Administrator/Facility Manager
- Managing, in conjunction with the Diocesan Finance Officer, the Cost Recovery Agreement between the CPC and Cathedral Parish

Working Conditions

- Preferred full-time position
- Regular office hours
- Dedicated office space
- Remunerated monthly according to the Managerial/Professional Salary Grid of the Roman Catholic Diocese of Saskatoon (Parish Level II)
- Benefits and pension in accordance with the Diocesan Personnel Policy

Job Specification

- Confirmed practicing Roman Catholic in good standing with the Church
- Relevant post-secondary education in business
- 3-5 years employed experience in managing budgets and direct reports
- Employed experience with providing technical website and IT support
- Excellent communication skill both written and oral
- Discretion and confidentiality