



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of Natural Resources
Division: Support Services
Position Title: DISTRICT LOGISTICS AND SERVICES SUPERVISOR
Duration: 1 Permanent
Location: 435 South James Street, Thunder Bay, P7C6S8, North Region
Compensation Group: MCP
Salary: \$59,519.00 - \$72,135.00 per annum
Position Status: Restricted
Job Code: AGA17 - General Administration AM-17
Schedule: 6
Category: Management and General
Job ID: 17605

The Thunder Bay Area is seeking an individual to provide leadership to team members as well as plan, coordinate and direct the financial and business functions of the District Office.

In this position you will be planning, coordinating, and implementing district business programs, developing and implementing control processes, providing advice and acting as a key resource to the team and management on technical, financial and administrative issues as well as providing leadership to the services team.

Qualifications: knowledge and understanding of the theories, principles and practices of business administration and financial planning, government structure and decision-making processes; knowledge and understanding of financial risk management techniques and ability to identify and assess significant risks or issues and opportunities; knowledge of human resources management principles, guidelines, directives, processes related to collective agreements and legislation; strong supervisory, team building and leadership skills; well developed communication, interpersonal, presentation, negotiation and issue management skills; knowledge of personal computers and related software; demonstrated analytical, problem-solving and decision-making skills; planning, organizational and project management skills to coordinate and implement multiple district programs (financial, business administration, youth, fleet, facilities management); knowledge of emergency preparedness/business continuity legislation, policy and guidelines to lead development and maintenance of district plans; ability to understand the Occupational Health and Safety Act; valid driver's licence to travel to remote work locations.

Posting Date: Thursday, April 30, 2009

Closing Date: Thursday, May 14, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

**Apply online
or send application to:**

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at
 1-866-333-8491, Ontario, CANADA
 Fax: Faxes are not being accepted at this time.

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**

