

## **EMPLOYMENT OPPORTUNITY NOTICE EO17-257**

### **THE CITY OF GREATER SUDBURY**

**requires a**

### **DIRECTOR OF INFORMATION TECHNOLOGY REPORTING LOCATION: 199 LARCH STREET**

### **PERMANENT POSITION**

### **START DATE TO FOLLOW SELECTION PROCESS**

The Information Technology Division, Corporate Services Department of the City of Greater Sudbury, requires a Director of Information Technology. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$4,461.92 to \$5,254.42 bi-weekly.

#### **QUALIFICATIONS:**

##### **EDUCATION AND TRAINING:**

University degree in a related discipline from a recognized university with Canadian accreditation.  
Additional education initiatives to update and expand competencies and remain current in the field.  
A Master's degree in Business Administration, Public Administration or a related business degree (e.g. B.B.A., B. Comm.) would be considered an asset.

##### **EXPERIENCE:**

Minimum of eight (8) years directly related experience at a senior level in a large, unionized and highly diversified public or private sector organization including four (4) years managing a similar function.  
Municipal experience is desirable.

##### **KNOWLEDGE OF:**

Development, execution and monitoring of long term strategic plans.  
Best practices in information technology.  
Current and emerging trends in the information technology sector.  
Project management, business process analysis and system redesign.  
CGS's priorities and strategic vision.  
Applicable legislation and related regulations.  
Current and emerging issues within CGS as they impact on the Division.  
Horizontal linkages to other levels of government, affiliated services and the private sector.

##### **ABILITIES TO:**

Understand and meet the needs of clients.  
Build the values of the organization into the Division's services and policies.  
Link client services to broad policy objectives of the organization and the Information Technology Strategic Plan.  
Lead change initiatives, manage projects and respond quickly to emerging opportunities and risks.  
Manage conflict and assist in reaching consensus.  
Manage the financial, human and physical resources of the Division in a collaborative manner.  
Lead Employees, motivate staff and support continuous learning.  
Prepare operating and capital budgets for the Division.  
Prepare and execute an effective Business Plan for the Division.  
Provide a stabilizing influence within the Division.

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**PERSONAL SUITABILITY:**

Mental and physical fitness to perform essential job functions.  
Interpersonal and time management skills.  
Personal commitment to address client demands.

**LANGUAGE:**

Excellent use of English; verbally and in writing.  
French verbal skills highly desirable.

**OTHER:**

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

**MAIN FUNCTION:** Responsible to the General Manager of Corporate Services for the complete management, direction and operation of the Information Technology Division, in support of quality customer service outcomes and the Business Plan for the Division.

The position fulfils both a corporate controllership role for the Information Technology function and a business partnership role with all CGS Departments.

**DUTIES:** UNDER THE GENERAL DIRECTION OF THE GENERAL MANAGER OF CORPORATE SERVICES:

1. Develop and provide strategic and tactical leadership in the planning, development, co-ordination, maintenance and evaluation of CGS's Information Technology Strategic Plan, and new Information Technology initiatives.
2. Responsible for the preparation and execution of an annual Business Plan covering all mandated services of the Information Technology Division, in concert with the budgeting process. The Plan will detail service goals, expected service/performance outputs, resource inputs required to achieve these outputs, and the performance measures used to assess the Division's performance against the goals.
3. Identify standard platforms for commonly used resources and define standards and protocols for Information Technology services within the context of the Information Technology Strategic Plan and establish corporate wide policies and procedures that reflect Information Technology Industry best practices to ensure consistent, effective and secure use of technology resources.
4. Communicate the Information Technology Strategic Plan, Information Technology policies and technology related issues across the organization and provide responsive advice, counsel and education concerning Information Technology issues and trends in the Information Technology sector, within Information Technology and to client groups.
5. Provide direction and over-all-co-ordination of activities within the Information Technology (IT) Division. Responsible to:
  - acquire, develop, implement and provide support for technology solutions for all CGS departments on a wide variety of platforms in line with the IT Strategic Plan;
  - undertake and/or direct the analysis and study of IT alternatives, including the preparation of management reports;
  - ensure proper management controls are in place for all IT business solutions;
  - manage the financial, human and physical resources of the Division in alignment with CGS's vision and values and in accordance with the annual Business Plan;
  - liaise on an on-going basis with vendors, other levels of government, private corporations and computer user organizations to obtain ideas to implement or to enhance corporate automation, and to analyze industry developments and trends;
  - participate in formal and ad hoc committees where IT management presence is required.
6. Proactively review literature, industry trends and best practices in municipal information technology so as to ensure review of the Division's performance, adoption of best practices and continuous service improvement. Research and evaluate alternatives for the enhancement and continuous re-engineering of Information Technology resources.
7. Act as a member of the Corporate Services Leadership Team contributing to the overall leadership of the department and act as General Manager of Corporate Services when so directed.
8. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation contained therein.
9. Perform other duties as may be required.

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**LEADERSHIP COMPETENCIES: Strategic Implementation (III):**

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
Business Acumen	Understand the business implications of opportunities and decisions, and implement successful business strategies to improve organizational performance.	4	Applies broader business metrics
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	4	Formulates a "big picture" understanding of the near-term impact of decisions
Strategic Orientation	Understand the business implications of decisions on one's role, and link daily work to the organization's strategy.	3	Understands external impact on internal strategy
<b>Delivering Business Results</b>			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	4	Enables organizational collaboration
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	4	Uses a long-term perspective; acts as a trusted advisor
Driving for Results	The personal drive to achieve results, and focus one's attention on accomplishing key objectives and positive outcomes for oneself, one's team and the business.	4	Makes cost-benefit analyses
Impact & Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	3	Uses customized influence strategies
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one's own and other organizations.	4	Understands organizational politics
<b>Aligning People &amp; Teams</b>			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	4	Provides in-depth coaching, mentoring or training
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	4	Acts as a credible leader
<b>Enhancing Personal Effectiveness</b>			
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	4	Applies strong personal moral compass to strategic decisions and actions

For more information on leadership competencies, please refer to our website: [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs)

Qualified candidates should submit their résumé in confidence by **TUESDAY, JUNE 27TH, 2017 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca)** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-257**) on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.