



Town of Whitby Employment Opportunity

Manager of Information Systems

The Town of Whitby, Durham's Business Centre, a rapidly expanding and progressive community with a population of 130,000 and located approximately 50 km east of Toronto, is currently seeking a highly motivated and energetic individual for this challenging opportunity.

As a member of the Corporate Services Management Team, reporting to the Commissioner of Corporate Services/Treasurer, the Manager of Municipal Information Systems will play an integral role in planning, developing and managing the Town's technology infrastructure and business applications to ensure the effective and efficient delivery of services across the organization.

Through the provision of leadership, strategic and business planning and decision making to the Municipal Information Systems Division, the Manager is responsible for, but not necessarily limited to:

- promoting relationships with user departments in the organization to identify opportunities for the delivery of services, both internally and externally;
- supporting solutions for information system requirements and leading change to create opportunities for efficient delivery of services;
- creating a culture among staff of producing solutions and sourcing opportunities to resolve problems and meet/exceed the expectations of our customers;
- administering a high level of computer service, support, training and maintenance of all computer systems;
- managing vendor relationships with hardware and software providers;
- personnel management within the division including recruitment, performance management, employee relations, training and development;
- developing and managing the annual operating and capital budgets to support existing and future system requirements;
- developing policy and procedure regarding MIS operations throughout the organization; and,
- staying current with all industry, information technology and information services trends to ensure continuous skill development within the division.

As the ideal, goal-oriented and highly motivated candidate, you possess:

- a university degree in Computer Science or a related discipline;
- a minimum of eight (8) years' progressive management experience at a senior supervisory level in all phases of computer and information technology operations (preferably in a municipal or public sector environment);
- an in depth and complete knowledge of all aspects of data processing and advanced overall knowledge of networking, operating systems and server architectures;
- proven strategic planning, leadership and change management abilities;
- management skills required to lead a large work group;
- exceptional communication skills to build and maintain lasting relationships with corporate departments, key business partners and customers;
- strong mentoring skills and demonstrated conflict management skills;
- strong financial management and budgeting skills;
- good organizational, time management and prioritizing skills to effectively manage multiple projects simultaneously;
- demonstrated problem solving; negotiation, decision-making, project coordination and scheduling skills;
- effective supervision and team building skills, and a proven ability to develop people;
- proficiency in the use of computer applications, including advanced skills in Word and Excel;
- strong presentation skills; and,
- a valid unrestricted Ontario Driver's Licence (minimum Class "G") in good standing with access to a personal vehicle.

Salary: Salary subject to skills, abilities and qualifications

Hours: Monday to Friday - 8:30 a.m. - 4:30 p.m., plus additional hours as required.

Application Deadline: Wednesday, June 10, 2015

Application Instructions: To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services
575 Rossland Road East, Whitby, ON L1N 2M8
Fax: 905.430.4340 Email: jobs@whitby.ca

Please quote Posting Reference No.: 15-M004-248D

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act. The Town of Whitby is an equal opportunity employer.