

## PROJECT MANAGER - ERP (TERM)

The City of Camrose is seeking an experienced Project Manager to be a key member the project team to implement a new Enterprise Resource Planning (ERP) System. The City of Camrose is currently utilizing the Serenic platform provided by Sylogist for their ERP System (primarily financial processes and some human resource processes). The City of Camrose has completed demonstrations with short-listed vendors and plans to have determined the successful vendor(s) by June, 2024 with implementation prior to October, 2025. The City expects this position to participate in the project post-implementation actions through to March 31, 2026.

As the Project Manager for the ERP System Replacement Project, you will share responsibility with the Senior Project Manager / Sponsor for planning, executing, and finalizing the project within established timelines and budget constraints. You will work closely with the project team including dedicated project resources (Business Analyst, Tax & Utility support, Procure to Pay support and others to be determined), cross-functional teams, including Finance, IT, HR, Operations and key stakeholders, to ensure a smooth transition from the current ERP system to the new platform. This position reports to the General Manager of Financial Services. The GM, Financial Services will be the Senior Project Manager / Sponsor on the project and will have a significant amount of time dedicated to both the management and execution of the project.

### **FUNCTIONS/DUTIES (but not limited to):**

- Provide full cycle project and change management responsibilities, including Initiation, Planning, Execution, Monitoring and Control, and Completion.
- Conduct initial review of governance structure, project charter and provide recommendations for improvement.
- Develop organizational change management plan and risk management strategy.
- Prepare stakeholders, determine resourcing requirements and provide direction to project participants.
- Monitor change management plan, track progress and ensure adherence to the plan.
- Review project deliverables, obtain final approvals and document learnings.
- All other relevant duties as assigned.

### **QUALIFICATIONS:**

- Post-secondary education in Computer Science, Engineering, Finance or related field.
- Project Management Professional (PMP) certification.
- Proven experience (preferably over 5 years) in project management, particularly in financial system replacements or ERP implementations.
- Previous experience with municipal ERP replacements is considered an asset.
- Strong understanding of financial and human resource systems, processes, and best practices.
- Excellent communication, leadership, and interpersonal skills.
- Ability to adapt to changing priorities and work effectively in a dynamic environment.

**TERM:** This is a term position, with an anticipated end date in March 2026.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. Due to the scope of the work, the City is looking for a majority of the work to be performed on location at the City of Camrose.

**SALARY & BENEFITS:** The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

**APPLICATIONS:** Qualified applicants are encouraged to submit a cover letter and current resume via e-mail or to the address below. The competition will remain open until the successful candidate has been found. Interviews will be conducted throughout the process. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

### **CONTACT:**

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