

## **Manager of Information Systems Projects**

### **Permanent Full-time**

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values- **collaboration, service, accountability** and **sustainability** help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at [www.comoxvalleyrd.ca/about/careers/work-cvrd](http://www.comoxvalleyrd.ca/about/careers/work-cvrd)

We are accepting applications for a full-time **Manager of Information Systems Projects** to join our team. This position collaborates closely with other members of the Information Systems management team, subject matter experts across the organization, internal and external stakeholders, and vendors to ensure the successful delivery of Information Technology (IT) projects in support of CVRD IT Strategy.

Reporting to the Senior Manager of Information Systems and GIS, the primary responsibilities of this role include:

- Analyzing current business practices, identifying opportunities for process improvement or technological change, and assisting with business case development for proposed projects;
- Collaborating with a diverse group of stakeholders to define project scope, timelines and resources required;
- Delivery of information technology projects from planning, executing, monitoring, managing, and closing out;
- Managing the work of consultants and contractors and overseeing members of the internal project team;

- Working collaboratively with the Senior Manager and other Managers within Information Systems in support of the preparation and submission of the annual work plan and budgets as well as all aspects of project delivery;
- Developing an understanding of business processes, and acting as a liaison between subject matter experts and technology staff;
- Providing advice on a wide variety of technology solutions to many client departments within the CVRD;
- Promoting a high standard of customer service to the public as well as to all internal customers;
- Providing direct and indirect leadership and supervision to assigned project support personnel both internally and externally.

Our ideal candidate is:

- Team-oriented with excellent interpersonal skills and the ability to establish, maintain and enhance positive working relationships with diverse partners internal and external to the organization;
- A strategic thinker with strong knowledge of project management principles;
- Current in information technology functions, hardware, software, virtual server environments and Cisco based networking and routing technology;
- Current in GIS and its applications to asset management, land use, property and permitting systems;
- A strong researcher with excellent organization, writing and analytical skills;
- Educated at the post-secondary level with a degree in Computer Information Systems, Information Technology, Business or another related field and a minimum of six years' directly related experience in the delivery of IT project management and business analysis, preferably in a local government environment;
- Certification in project management and IT Infrastructure Library 4.0 is preferred.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is an exempt position with a current annual salary range of \$99,760 to \$118,465.

To review the complete job description and to apply go to [www.comoxvalleyrd.ca/jobs](http://www.comoxvalleyrd.ca/jobs).

The closing date for this position is August 8, 2024 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

*The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

*The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.*