

The opportunity

Leduc County is looking for an experienced and highly motivated Manager – Information Management Technology to join our team. Reporting to the Director – Corporate Services, this exciting opportunity provides leadership to, and is accountable for, the delivery of information technology, geographic information and information management systems and services that align with legislative requirements and organizational goals. As a leader within the Corporate Services department, the manager is a key contributor to the achievement of the department's strategic and operational objectives.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you possess a service focus with strengths in a broad range of communication and interpersonal techniques and skills, as well as the ability to achieve strategic and operational goals and preferred outcomes. You have strong verbal and written communication skills to gain input, ensure mutual understanding and encourage participation and collaboration in the delivery of programs and services. You are able to deliver public presentations, and prepare clear, concise reports for senior levels of management and council.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Develops and delivers appropriate service area plans, strategies, directives, procedures and processes to align with the departments' operational plans, ensuring compliance with relevant legislation.
 - Implements the strategic goals identified in the Information Technology Strategic Plan.
 - Ensures minimal disruption and downtime to the organization by implementing proactive business strategies, policies and procedures that anticipate future technological needs.

- Establishes and maintains processes to ensure operational capacity, continuity of business activities and preservation of assets in the event of an emergency.
- Verifies the security of information technology assets, data, network access and backup systems of both internal and external systems.
- Manages and supports staff in the implementation of service area deliverables, delegates responsibilities appropriately and provides guidance and motivation to achieve outcomes.
 - Supervises and supports staff providing services in information management, geographical information system (GIS), IT systems and infrastructure, security, software applications, network, printers, phone systems, and computers.
- Provides project management to corporate and/or departmental projects:
 - Creates and manages project plans, tracks key deadlines and deliverables, develops and refines tools and reports, monitors compliance and achieves targeted outcomes.
- Manages communications and working relationships between IT and other departments within the organization, as well as external service providers to ensure high quality, consistent and reliable customer service.
- Develops, recommends and maintains a budget that aligns with departmental objectives.
- Plans and implements projects that fall within the work groups' functions.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for the work groups' compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- A degree or designation in computer science or related discipline.
- Five years of management or supervisory experience, preferably within the public sector, with in-depth knowledge of Geographic Information Systems (GIS), information technology and information management.
- Experience in managing enterprise-wide system implementations.
- Experience in network architecture, client/server technology and cyber security.
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications.
- Proven achievement of results through strength in management and supervision, sound decision-making, budgeting, and project management.

- Experience leading teams.

Nice to have

- Familiarity with municipal governance, operations, and knowledge of rural communities.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$113,200.00 and \$141,500.00, flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation, and an additional five compensated days in lieu.

The opportunity is permanent full-time and is 40 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.