

**Town of Caledon**

***make a difference***



**Job Title: Manager, Information Technology**  
**Closing Date: January 14<sup>th</sup>, 2025 at 12:00pm EST**

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

As the Manager of Information Technology, you will be responsible for IT Strategy, IT Service Management, IT Governance, IT Risk Management and Business Relationship Management. You will engage with business leaders at the executive level, understand their technology requirements and set strategies to meet these requirements. You will ensure that the IT division is aligned with the business of the Town and its strategic trajectory, including ensuring that sufficient resources are available to deliver projects while maintaining a high level of day-to-day customer service. You will achieve and maintain a knowledge of current technology trends and, collaborating with business leaders, introduce appropriate technologies in the overall IT Strategy. You will also oversee the portfolio of projects related to technology, business solutions, data, and digital services. As the Manager, Information Technology, you will perform the following duties, including but not limited to:

- **Strategic Planning:** Leads and manages the creation or review of technology strategies that meet the short and long-term requirements of the Town; sets and evolves policies, standards, and guidelines for Information Technology, as an enabler and in response to changing needs and expectations, and develops, communicates, implements, and reviews the processes which embed strategic management in the operational management of the organization.
- **Emerging Technology Monitoring:** Plans and leads the identification and assessment of emerging technologies and the evaluation of potential impacts, threats, and opportunities; creates technology roadmaps that align organizational plans with emerging technology solutions, and engages with, and influences, relevant stakeholders to obtain organizational commitment to technology roadmaps
- **Risk Management:** Carries out risk management activities across the IT program, identifies risks and vulnerabilities, assesses their impact and probability, develops mitigation strategies and reports to the business, involves specialists and domain experts as necessary.
- **Portfolio management and resourcing** engages and influences senior business managers to ensure the portfolio will deliver the agreed business objectives, leads the definition of a portfolio of programs,



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projects and/or on-going service provisions and plans, schedules, monitors, and reports on portfolio-related activities, including delegating of work amongst the team.

- Proven ability to manage/oversee budget with some advice, and for the division
- Develops financial plans and forecasts, monitors and manages expenditure and examines areas where budgets and expenditures exceed agreed tolerances.
- Perform additional duties and undertake special projects as assigned.

### **The Ideal Candidate**

We are seeking an experienced professional with a post-secondary degree in Information Technology, Business Management, or a closely related field. Our ideal candidate has a minimum of seven (7) years related experience in Information Technology and a minimum of five (5) years in leadership role, preferably leading IT professionals. ITIL and PM certifications are an asset.

The ideal candidate will have demonstrated ability to make decisions involving long term strategic policies and work independently, within broader policies, and measured by results. We are seeking an individual who has excellent verbal and written communication skills with the ability to ensure suitable agreements, decisions are reached.

The successful candidate for Manager, Information Technology will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$135,329.15 to \$169,161.44 plus a competitive benefit package.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

*Applications for this posting will be accepted until **January 14<sup>th</sup>, 2025 12:00PM EST.***

### **How To Apply**

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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