King is Hiring
Chief Information Officer

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Director of Corporate Services, the Chief Information Officer is responsible for the following:

Division Leadership, Planning and Implementation
- Develops and communicates a clear strategic vision for the Information Technology and Digital Data Division, ensuring alignment with the Township's corporate goals, driving innovation by identifying and implementing cutting-edge technologies that enhance service delivery and operational efficiency.
- Provides strategic leadership to the organization, promoting technology adoption and innovation, and partners with various stakeholders to advance business outcomes.
- Establishes the direction and leads the operation for the enterprise Information Technology and Digital Data Division. Oversees short and long-term technology and application infrastructure planning and operation to ensure business and service needs are met, directing the preparation and management of capital and operating budgets to ensure the optimum allocation of resources in light of current business requirements and future state.
- Leads the specification/ design, procurement/ development and implementation of Information and Communication systems solutions based on business requirements. Ensures that reliable, robust and secure data management, business applications and GIS services support and maintenance functions are in place to meet the Township's current and future needs. Ensures that the Township's data centre, core data sets and business systems are secure, operational and able to meet business needs, in keeping with best and current practice.
- Leads the development, management, support and maintenance of secure Township network and communication technology infrastructure, providing technical and business strategy leadership in the identification, evaluation and development of systems and procedures to ensure stable, modern, cost-effective, robust, scalable and secure infrastructure. Ensures readiness of back-up operating sites and documentation of processes and procedures to recover and protect Township IT infrastructure in the event of incident, accident, emergency or other interruption to ensure business continuity.
- Leads the planning and execution of projects supporting the continuous improvement of business technology solutions, process automation, data and records management and systems integration. Acts as project portfolio manger, providing best practice and a senior business and strategic requirements oversight to the management and execution of Client Service advisory, relationship management and IT project management services to Township Departments. Oversees the prioritization of and ensures effective client-based relationships and deliverables in alignment with service level agreements and the overall planning, management and completion of enterprise-wide IT projects from initiation through the entire project life cycle.
- Leads the organization through digital transformation initiatives, fostering a culture of continuous improvement and adaptability. Manages change effectively by engaging stakeholders, addressing resistance, and ensuring smooth transitions.
- Utilizes data-driven insights to make informed decisions that align with the Township's strategic priorities. Ensures that technology investments deliver measurable value and support long-term goals.

Risk Management/ Statutory Compliance
- Maintains a thorough understanding of the Township's statutory obligations and ensures that the Information Technology and Digital Data division meets all requirements of new or revised statutory, legal and policy obligations, in keeping with best and current practice. Identifies and evaluates risks, including implications and risks to staff, assets, access to essential systems and data / information, systems reliability and performance, cyber security and privacy, goodwill, image and reputation, and recommends appropriate responses to mitigate risk(s). Ensures that policies and standards address applications and technology infrastructure acquisition, retention, capacity and performance, obsolescence/ phase out and disaster recovery.
- Monitors the legislative environment, develops policy, provides interpretation and oversees the implementation of practices in compliance with the Municipal Act, MFIPPA, AODA, Conflict of Interest, Purchasing By-Law, Township policy, Occupational Health and Safety legislation. Works with appropriate functions and roles to address policy development needs, leading the development and implementation of policies and procedures for all information technology, data management, systems, network, performance and security matters. Ensures that policies are legislatively compliant and that reflect best and current practice.

Relationship Management/ Communications
- Builds strong relationships with internal and external stakeholders, leveraging their influence to drive strategic initiatives. Works closely with the Senior Leadership Team to ensure technology strategies support the Township's mission and vision.
- Liaises with and maintains strong relationships and partnerships with the Senior Leadership Team, Extended Leadership Team, internal departments and divisions, providing strategic advice on and addressing matters affecting the Township's information technology, applications solutions, data management, operations and communications infrastructure. Provides insight to Township leadership and management staff advancing the implementation of immediate and long-term IT strategy and plans, and advice and guidance to optimize use of business technology solutions.
- As Chief Information Officer, ensures that the Township's digital strategy is comprehensive, executed and effectively communicated to affect transformational change across the organization through technology solutions, and works closely with the other Township

Departments to ensure transparency and public access to municipal information.

- Attends periodically at Council and Committee meetings to present research, findings and recommendations with respect to information technology direction/planning and execution, compliance with budget, the procurement by-law, vendor of record and policy guidelines. Advises on emerging infrastructure, data management, communications and security issues and develops plans to respond to emerging issues, urgent municipal and Council matters and items of concern, identifying appropriate actions and making recommendations to Council and SLT for implementation.
- Represents the Township at municipal, regional and IT industry meetings, conferences and events, responding to and gathering feedback regarding trends and current best practices. Collaborates and shares expertise with other GTA and national municipal, provincial and federal counterparts, and industry experts, and seeks opportunities to optimize experiences and respond to emerging issues. Responds to key stakeholders within government, other municipal jurisdictions and the community on matters related to the Township's policy and guidelines in information technology use as required.

Talent Development

- Identifies short and longer-term human resources needs within the Information Technology and Digital Data Division by working closely with reporting Managers and manages the performance of and deliverables of the staff within the division.
- Identifies and nurtures talent within the division, creating a high-performing team that is capable of executing the strategic vision.
- Hires, trains, develops and evaluates management, professional and support staff accountable to the Chief Information Officer in accordance with the policies of the Township and current best practices, building human resource capabilities and capacity. Creates a culture of and embeds the principles of organizational excellence in alignment with the Township's Corporate Vision, Mission and Values.
- Provides mentorship, professional development opportunities, and fosters a culture of excellence.

Financial Responsibilities

- In conjunction with the Chief Administrative Officer and Senior Leadership Team, establishes and monitors annual and multi- year IT capital and operating budgets adjusting plans and programs as necessary, meeting financial performance, revenue and expense targets and planned or required service levels. Negotiates and manages vendor and service provider contracts and lease agreements, ensuring that communications and information technology standards are met in accordance with Township policy and contractual obligations, and affects the acquisition and disposal of IT equipment and technology assets. Keeps senior leadership well informed of budget shortfalls/ project overages on a timely basis.

- Other duties and responsibilities as assigned.

The successful applicant will possess:
- Minimum eight (8) years of progressive, related leadership experience leading the design and delivery of IT strategy and high-level information and technology architecture, preferably in the public or broader public sector.
- University Degree in Information Technology or related field or approved equivalent combination of education and experience.
- Effective and persuasive leadership abilities, as well as being comfortable with all levels of staff, public and others.
- Strong written and oral communication skills, including editing, oversight or preparation of reports and the presentation of information to various committees.
- Strong managerial and interpersonal and public relation skills to work effectively with various officials, staff, citizens and other customers and the ability to respect confidentiality.
- Experience in strategic planning, change management design, process and implementation strategies, to optimize both quality and cost-effectiveness of services.
- Exemplifies the corporate vision, mission and values including collaborative, committed and creative.
- Leadership competencies include operating strategically, leveraging diversity and differences, customer focused, ensuring accountability, managing complex problems, financial management, employing interactive and effective communication, fostering collaborative relationships, cultivating engagement to drive vision and purpose, managing and developing talent, establishing and maintaining trust, displaying self-awareness, and demonstrating resiliency.
- Strong problem-solving, analytical and negotiation skills.
- Ability to exercise sound and independent judgement within the general policy guidelines.
- Skill and efficiency required in the use of computers, including but not limited to: Microsoft Word, Excel and PowerPoint software, SharePoint, Outlook email and other applicable software.

Salary Range: $138,447.40 - $168,441.00 (2025 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on February 28, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.