

## Why work for the Town of Canmore?

Join a positive work culture and a team of talented professionals who make a difference every day, serving the Canmore community and internal departments, and advancing Council's goals of Livability, Environment, and Relationships. As Manager of Information Technology, you'll lead a dedicated team passionate about technology and community, all while enjoying the Rocky Mountain environment.

## Position Overview:

This role is perfect for someone looking to make a meaningful impact through technology, strategic thinking, and communication skills. You'll also develop strong relationships and leadership skills, collaborating with talented individuals to achieve innovative and sustainable IT infrastructure. In this role you will oversee all municipal IT operations, providing guidance to Town Council, managers, and staff.

## Core Accountabilities:

Key responsibilities for this position include:

- Being a trusted and respected team member who can be relied upon by Council, managers, and staff for advice, guidance and leadership in the area of information technology.
- Leading and mentoring a team of IT professionals who provide essential services including; network administration, system security & cyber security, technical training, hardware/software development and implementation, telecommunications, website development, troubleshooting, and disaster recovery.
- Providing strategic direction for business planning, project management, and business improvement.
- Advancing common corporate goals of delivering IT infrastructure, online programs, and e-services that ensure responsible and sustainable use of tax dollars and optimal customer service.

## Attributes:

We are seeking an engaged leader, innovative problem solver, and strategic thinker. You'll need strong relationship-building and collaboration skills, exceptional communication abilities, and the capacity to translate complex technical concepts for non-technical audiences. You need to have strong verbal and written communication skills for presenting and defending reports to administration, Council, and at public forums. And you'll need to be aligned with the Town's corporate values and culture with the commitment and ability to drive that culture with your internal team.

## Education & Qualifications:

- Minimum 8 years of related leadership experience in a complex organization.
- Extensive experience managing projects and supporting business transformation
- Post-secondary degree or diploma in Computer Sciences or Applied Technology.
- ITIL (Information Technology Infrastructure Library) and Certified Information Systems Security Professional (CISSP) designations are preferred
- PMP designation preferred
- Demonstrated commitment to continuous learning is considered a strong asset

## Salary & Benefits:

- Pay Range- \$129,000-\$143,000 annually. Compensation will be calculated based on the successful candidate's related work experience and education
- Earned Days Offs program that provides 1 day off every 3<sup>rd</sup> week
- This is a Full-Time Permanent position
- Competitive benefits package, health spending account, and Retirement Savings plan
- Personal development & learning opportunities
- Positive work culture

**Closing Date for Applications:** This posting will remain open until February 28, 2025.

## How to Apply:

To apply, please combine your cover letter and resume into a single document (PDF or Word) and apply directly online at website: [www.canmore.ca](http://www.canmore.ca). To help us learn more about you, in your cover letter please clearly detail the following:

1. Why do you want to be Manger of Information Services for the Town of Canmore? Why Canmore?

2. What interpersonal and leadership skills do you have that would make you a great addition to our team?
3. The technical highlights of your IT Systems Operations experience with specific reference to business transformation and process improvement experience and how this would make you a good fit for this role.