



IT MANAGER

Are you the next outstanding addition to the City of Martensville's leadership team!

The City of Martensville is one of the fastest growing cities in Canada and we have an opening for a **permanent, full-time INFORMATION TECHNOLOGY MANAGER.**

Position Summary

Reporting to the Director of Corporate Services, this position is responsible for the overall management of Information Technology (IT) for the City of Martensville.

The IT Manager will be responsible for managing the City's IT infrastructure, including network systems, hardware, software, and cloud services, using specialized service contracts as required.

The role involves leading the City in delivering exceptional technical support while ensuring the security, efficiency, and continuous improvement of IT operations. This position drives technological innovation, collaborates with all departments, and safeguards the City's digital environment against emerging threats.

Key Duties and Responsibilities

- Collaborate, coordinate, and manage the operations of the IT function for the City of Martensville.
- Manage IT consulting and service contracts, and long-term vendor agreements.
- Lead the City in identifying opportunities for process improvements and automation within IT services, including recommendations for new technology that will allow the City to provide a higher level and/or enhanced services to residents.
- Manage the implementation, configuration and sustainment of enterprise and other software used in the City.
- Research and plan multi-year operating and capital budgets for IT infrastructure in collaboration with the Senior Leadership Team.
- Develop and maintain strong IT infrastructure inventory documentation and replacement plans in conjunction with current contractor.
- Develop and manage a strong cyber security and training plan, incorporating industry best practices, to protect the City's data and IT infrastructure.
- Manage crisis situations for IT services, which may involve complex technical hardware or software problems.
- Prepare and present reports, facilitate meetings and make recommendations to management, staff and Council in a variety of areas.
- Establishes and maintains effective communication and working relationships with internal and external contacts.
- Foster a positive working environment that promotes a high level of staff satisfaction, focus on exceptional customer service and an elevated level of quality productivity.
- Other duties and special projects as required.

What You Will Bring to the Team

- Post-secondary Degree or Diploma in Computer Sciences, Information Systems, or related disciplines.
- Minimum 5 years' experience in the management of Information Technology.
- Prior experience developing, managing operational and capital budgets.
- Strong knowledge of network and server management, including virtualization and cloud technologies.
- Expertise in computer networks, network administration, and network installation.
- Knowledge of disaster recovery planning and cyber security best practices.
- Prior experience establishing an IT department and/or team considered an asset.
- Experience in a municipal or public-sector environment is considered an asset.

What We Offer You

- **Competitive Salary:** Annual salary range of \$104,959 to \$125,720 based on skills, education and experience.
- **Health & Wellness Benefits:** Competitive Group Benefits package in addition to an annual \$600 Health Spending Account.
- **Security:** This is a full-time, permanent, salaried, out-of-scope leadership position.
- **Pension:** Participation in the Municipal Employees Pension Plan (MEPP), a Defined Benefit Pension Plan ensuring long-term retirement financial stability.
- **Work-life Balance:** Typical hours of work are Monday to Friday, 9 am to 5 pm. This position also enjoys 15 flexible earned days off and 1 Personal Day in addition to regular vacation entitlement.
- **Commitment to Growth:** Support for professional and career development.

Application Details

Interested applicants are invited to submit a cover letter and resume on the City of Martensville Employment website: <https://www.martensville.ca/pages/employment2.html>

Application Deadline: **June 13, 2025**

Applications will only be accepted by online submission.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

The City of Martensville values its employees and provides competitive wages and benefits.

Martensville is a community of families, friends, and neighbors who work, play, and grow together in a safe, active, and healthy environment.

Martensville is a great place to call home.