



We're looking for a Project Manager, Information Technology (Temporary up to 24 months) to join Clarington's Finance and Technology Department!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Why Clarington

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

Position Snapshot

Clarington is growing and our workforce is, too!

Reporting directly to the Chief Information Officer, with a dotted-line relationship to the Supervisor, Business Development and Fire Chief, this position is responsible for supporting the project lifecycle for Clarington's transition to a new NG911-compliant Fire Dispatch provider.

What you'll be doing

As the Project Manager, Information Technology – NG911 Fire Dispatch, your responsibilities include but are not limited to:

- Lead the full project lifecycle for Clarington's transition to a new NG911-compliant Fire Dispatch provider, from charter and business case through go-live and post-implementation review.
- Develop, participate and manage procurements (RFI/RFP, evaluation, assist with negotiations, contract award) in partnership with Municipality's procurement team while following Clarington's by-laws.
- Serve as a point of accountability for scope, schedule, tracking and reporting on project budget, risk and quality.
- Coordinate cross-functional teams spanning Fire, IT, GIS, Procurement, Finance and vendor resources; chair steering and working groups; prepare Council and executive updates.

- Oversee technical readiness (IP and radio network connectivity, CAD/RMS integrations, GIS data, cybersecurity, cut-over, testing, and contingency planning).
- Ensure knowledge transfer to internal staff, producing robust documentation, SOPs and training that strengthen Clarington's long-term NG911 capabilities.
- Embed continuous improvement, capturing lessons learned and identifying future enhancements (e.g., mobile data, AVL, analytics).
- Champion data-security and privacy by ensuring all project artefacts remain within Clarington-controlled systems.
- Drive parallel public-safety upgrades such as computer-aided dispatch (CAD) and records-management system (RMS) integrations, radio-over-IP backbone enhancements, and mobile data/AVL roll-outs for frontline crews.
- Coordinate technology refreshes— equipment pertinent to the NG911 migration – monitors, computers, server, storage, and cloud migrations—working with Infrastructure & Security and Client & Application Services teams to minimize downtime.
- Support grant and cost-sharing applications, preparing technical inputs and business cases for provincial/federal NG911 funding programs.
- Contribute to PMO best practices, creating templates, dashboards, and knowledge-transfer sessions that strengthen Clarington's project-delivery maturity long term.
- Advise departmental leaders on scoping, budgeting, and prioritizing future technology initiatives that align with the municipality's IT Strategy (Strengthen, Innovate, Transform).
- Develop change-management and training plans, ensuring end-users adopt new tools and workflows effectively across Fire, Finance & Technology, and partner agencies.
- Provide executive-level reporting, distilling complex schedules, risks, and financials into clear updates for Council, senior leadership, and community stakeholders.

What you bring

The successful candidate will have:

- University degree in Computer Science, Information Systems, Engineering or related discipline.
- Project Management Professional (PMP) Certification is required.
- Minimum 3 years' progressive IT project-management experience delivering complex, multi-stakeholder technology projects.
- Proven success leading large-scale RFPs and contract negotiations in a municipal or broader public-sector setting.
- Hands-on experience with Law Enforcement/Fire/Emergency Services, radio, networking, telephony, or NG911 implementations.
- Demonstrated ability to monitor project budgets and to work with leaders, executives and/or stakeholders.
- ITIL, Agile/Scrum or Prosci Change Management certifications is an asset.
- APCO/NENA, NG911 or Public-Safety Communications credentials is an asset.
- Expert grasp of project-management methodologies (Agile & Waterfall) and tools (MS Project, Teams).
- Understanding of public sector procurement legislation, and public-sector governance.
- Excellent communication, written and verbal, facilitation and vendor-management skills.
- Advanced analytical, risk-management and report-writing abilities.

- Must be legally able to work in Canada and able to obtain/maintain a satisfactory Criminal Reference Check.

What we offer

- Salary: Grade 7 (\$100,056 to \$121,619) of the 2025 Non-Affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. This position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: 35 hours per week, occasionally after-hour meetings.

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position, should you be selected, please contact the Human Resources Division at careers@clarington.net.

Additional information and requirements

Prior to starting the position, the successful candidate must provide, at their own expense, a current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

Ready to apply?

Please submit your application online by **August 12, 2025, at 11:59PM**

We thank all applicants for their interest. However, only those under consideration will be contacted.