



Information Services Manager – ERP/HRIS Focus: TERM

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

The City of West Kelowna is seeking a highly organized, self-motivated, experienced professional with a strategic mindset to assume the duties of an Information Services Manager – ERP/HRIS Focus. This is a 12-month term position, which may be extended based on organizational requirements.

Position Summary:

The Information Services Manager – ERP/HRIS focus, will oversee the administration, integration, and optimization of enterprise business applications, including Enterprise Resource Planning (ERP), Geographic Information Systems (GIS), and Human Resource Management (HRM). It involves overseeing system upgrades, integrations, and deployments, while ensuring projects are delivered on time and within budget. The role also safeguards data integrity, security, and compliance within enterprise applications, reducing risks related to financial and personnel data. Responsibilities include managing vendor relationships, negotiating contracts, and overseeing the IT budget to optimize spending and resource allocation. Additionally, the role will provide training and guidance to employees on ERP, GIS, and HRM applications, and will identify opportunities for process improvements, automation, and the implementation of emerging technologies to enhance business operations.

Our Ideal Candidate:

- Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
- Minimum of 5-7 years of experience in IT management, with a strong focus on enterprise business applications and financial systems. Experience in a municipal government setting is highly desirable
- Proficiency in ERP systems (e.g., SAP, Oracle, Esri ArcGIS, Workday) or other ERP, GIS, and HRM solutions
- Understanding of financial reporting, budgeting processes, and regulatory compliance within an IT framework
- Strong ability to manage teams, collaborate with finance executives, and present technology solutions to stakeholders
- This position typically works in an office environment but may require occasional travel to various municipal sites
- Ability to assess business challenges and provide innovative IT solutions that drive efficiency
- The role may involve working outside of regular business hours to meet project deadlines
- Valid Class 5 BC Driver's License

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-59E | Opens June 26, 2025 | Closes July 28, 2025
Full Time – Term | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range: \$117,125 - \$137,795