

IT PROJECT MANAGER III - 2 YEAR TERM

Position ID: J1025-0200

Job Type: Term Full Time

Department: IT Emerging Solutions

Number Of Positions: 1

Min Salary: \$51.18/Hour

Max Salary: \$63.98/Hour

Closing Date: November 07, 2025

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The IT Project Manager III position will lead projects of various sizes and complexities throughout the project lifecycle. The prime requirement of this position is to provide project teams and affected parties with consistent structure, methods, techniques and tools. A key requirement is to build and leverage relationships in order to successfully complete projects within a given timeframe, cost and scope. This position promotes project management awareness, functional application of the corporate IT project management methodology and tools, and actively participates in continuous improvement to the process.

Responsibilities will include:

- Leading large and complex projects working with multidisciplinary project teams throughout the IT project lifecycle and achievement of project objectives within the constraints of time, scope and cost
- Completion of project methods and processes including, but not limited to:
 - o Joint project planning meetings
 - o Development of proposals, charters, plans, schedules (i.e. task definition, time estimates and resource assignments) and the day-to-day execution of the project
 - o Project budget management
 - o Managing the closeout activities and completing closeout reports
- Ensuring project control processes are utilized such as:
 - o Tracking, monitoring and communicating project progress against the project plan
 - o Tracking issues, decision requests and change requests from identification through to resolution
 - o Identifying the impact to project scope, budget, resource requirements, timelines, etc. when changes are introduced
- Regular interaction and communication with affected parties including management, project sponsors, Project Management Office (PMO), and the Executive Leadership Team (ELT) which could include written and verbal progress reports and presentations
- Working closely with the Corporate Information Governance (CIG) team to ensure that project deliverables and outcomes are in alignment with the Corporate Information Governance Framework

- Ensuring the mechanisms for quality control are applied within projects, providing a neutral perspective and consistency of approach
- Demonstrated commitment to continuous improvement of the IT Project Methodologies by providing feedback and support to align with industry best practices while delivering project efficiently and effectively.

You Bring:

- A Bachelor of Science degree in Computer Science, Software Engineering, Computer Engineering, or equivalent
- Formal project management training or equivalent (e.g. Project Management certificate)
- An active Project Management designation (e.g. PMP, CAPM, PMI-ACP)
- Experience working with Microsoft Fabric, implementing Medallion Architecture, and managing Master Data is considered a strong asset
- Formal training in a recognized change management methodology would be an asset (e.g. Prosci)
- Minimum of 7 years' experience in managing technology projects of a large and complex nature
- Experience managing large enterprise CRM and MDM implementations
- Strong team leadership and ability to lead project teams to a specific goal
- Familiarity with a municipal government setting would be an asset
- Strong ability to build relationships, negotiate and influence within the department, the organization and with external vendors/suppliers
- Strong communication and presentation skills, demonstrating tact and diplomacy in order to establish strong and successful working relationships with external and internal stakeholders
- Strong problem solving, decision making and conflict resolution skills
- Ability to formulate and coordinate plans for a variety of projects, sometimes concurrently
- Ability to quickly align with shifting priorities, work assignments and timelines
- Ability to establish effective, collaborative working relationships and an ability to build trust and interact with others in a positive manner
- Ability to defuse tension among project teams should it arise
- Self-motivated with the ability to work independently and in a collaborative team environment
- Ability to be a positive influence in a team setting

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full-time term position (37.5 hours per week) for 2 years.

Accompanying your resume, please provide a cover letter as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.