

## **The opportunity**

Leduc County is looking for an experienced and highly motivated Supervisor – Information Technology to join our team. Reporting to the Manager – Information Management and Technology, this exciting opportunity provides supervision to the information technology work group and operational system support to the organization. Through effectively managing priorities and the coordination of work, the supervisor is a key contributor to the achievement of the organization and department's strategic and operational deliverables.

## **About you**

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## **What you will do**

- Contributes to the development and implementation of the department's operational plan, by coordinating work and complying with information technology standards and relevant legislation.
  - Prioritizes work in a changeable environment.
- Supervises and supports the information technology work group in the implementation of day-to-day work assignments to meet service area and departmental deliverables:
  - Coordinates the work of the information technology work group.
  - Delegates and communicates tasks appropriately.
  - Trains staff to meet competencies required.
  - Develops and maintains a procedure manual for information technology recurring tasks.
- Oversees Information technology operations and provides leadership and direction in support of the manager.
  - Administers and maintains the network and IT infrastructure to ensure that the environment is securely protected and patched.
  - Responsible for the IT infrastructure security, including physical access to IT infrastructure, remote access, network security, file servers, data backups, and management of user access and ensures the secure return or disposal of IT equipment containing data.
  - Leads hardware and software installation, upgrading, replacement and repair plans to minimize operational disruptions.

- Oversees mobile devices and the County phone system and coordinates upgrades and changes as required.
- Provides oversight and coordination of work performed by third-party IT service providers, support contracts, and external contractors to ensure services are delivered effectively and in alignment with organizational requirements.
- Develops and maintains a backup and recovery strategy for all data located on County servers and related provision of IT disaster recovery services.
- Maintains hardware and software records.
  - Documents the configuration of the IT infrastructure.
  - Maintains inventories of computer and device hardware.
  - Administers software licensing.
- Purchases good/services on behalf of the County, within their assigned authority, ensuring efficient, responsible use of funds.
- Develops and recommends administrative directives and procedures, adhering to applicable legislation.
- Researches and carries out special projects, studies and reports as assigned.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

## What you need to succeed

### *Must-have*

- A diploma in computer science or related discipline.
- Five years of information technology experience, with in-depth knowledge of information technology and infrastructure.
- Supervisory experience, including working with and leading teams.
- A service focus with strengths in a broad range of communication and interpersonal techniques and skills.
- Strong verbal and written communication skills are required to gain input, ensure mutual understanding and encourage participation and collaboration in the delivery of programs and services.

- The ability to deliver public presentations, and prepare clear, concise reports for senior levels of management and council.
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications.
- Experience in communicating and sharing technical information to non-technical users in a clear, concise and easy to understand manner.

### ***Nice to have***

- Familiarity with municipal governance and operations.

### **What's in it for you**

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$90,960.00 and \$113,702.00, flexible work options, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

### **How to apply**

Applications must be submitted via our website [leduc-county.com](http://leduc-county.com) to be considered.

We thank all applicants however only those selected for an interview will be contacted.