



## Employment Opportunity

### **MANAGER, INFORMATION TECHNOLOGY, PERMANENT FULL-TIME**

***Location: Lac La Biche, Alberta (Work On Site/No Remote Option)***

***Are you interested in working for a progressive organization that supports its employees and promotes a healthy work culture? Are you looking for work life balance, and do you love spending time outdoors and being one with nature? Apply now for an opportunity to work at the Lac La Biche County. We want you to join our team!***

***Lac La Biche County is rich in lakes, parks, and outdoor experiences, and home to some of Alberta's top industries. Lac La Biche County is a beautiful, prosperous community for people to visit, live, work and play. We have more than 150 lakes and 100 beaches, camping opportunities, and an excellent hiking trail system. Pair that with modern amenities like the Bold Center, future Aquatics Centre, schools, parks, community activities, sports and cultural activities, local community groups, and downtown shopping area, it is no wonder that Lac La Biche County is an ideal cabin and adventure area for County residents and visitors from nearby communities and international tourists!***

**The Organization:** Lac La Biche County is an organization driven by principles surrounding Excellence, Communication, Safety and Wellness, Collaboration, and Environmental Sustainability. Our employees enjoy the charm of working in the Lakeland Region, away from the hustle and bustle of the big city while still being able to enjoy a diverse, fast paced and fulfilling work environment. Our community is known to be one of the most diverse and unique communities in Alberta. Not only is it rich in history and culture, but it also surrounded by forests, parks, lakes, and golden sand beaches!

We continuously strive to remain an employer of choice by offering a strong health and safety program, competitive pay, amazing benefits, opportunities for professional development, as well as many wellness initiatives that support a work life balance. We also take pride in maintaining high standards surrounding equity, diversity, and inclusion in our workplace.

**For more information on Lac La Biche County check out these links:** [Lac La Biche County - Home](#) and [Tourism - Home](#)

### **The Opportunity**

Lac La Biche County is seeking an experienced and forward-thinking **Manager, Information Technology** to lead the County's technology operations, infrastructure, and digital service delivery initiatives. Reporting to the General Manager, Corporate Services, this position provides strategic leadership and operational oversight for the Information Technology Department while supporting organizational excellence, innovation, cybersecurity, and customer service across the County.

This is an exciting opportunity for a collaborative and technically skilled leader who thrives in a dynamic municipal environment and is passionate about delivering reliable, modern, and secure technology solutions that support employees, Council, and the community.

### **Position Summary**

The Manager, Information Technology is responsible for the overall leadership, planning, administration, and delivery of IT services and records management functions within the County. The role oversees technology infrastructure, enterprise systems, telecommunications, cybersecurity initiatives, and specialized systems including AFRRCS and 2-way radio communications.

The position also serves as a key advisor to senior leadership on technology strategy, operational priorities, risk management, and emerging technologies.

### **Key Responsibilities**

- Provide leadership, supervision, mentoring, and performance management for departmental staff.
- Lead the planning, delivery, and continuous improvement of County IT services and systems.
- Develop and manage departmental operating and capital budgets and annual work plans.
- Oversee software, application, and technology requests across all departments.
- Manage IT contracts, vendors, consultants, and external service providers.
- Administer and support network infrastructure, servers, Office 365, virtualization environments, and enterprise applications.
- Oversee AFRRCS administration and County 2-way radio communication systems.
- Support organizational cybersecurity, records management, and FOIP compliance initiatives.
- Participate in interdepartmental projects, strategic initiatives, and emergency management support functions.
- Foster a positive customer service culture and collaborative working environment.

### **Qualifications:**

- Degree in Information Technology or a related discipline.
- Minimum 5–8 years of progressively responsible IT experience, including supervisory or leadership experience.
- Strong knowledge of Microsoft technologies, Office 365, network infrastructure, virtualization, wireless technologies, and enterprise systems.
- Experience in local government or public sector environments is considered an asset.
- CCNA, MCSE, or related certifications are considered assets.
- Strong leadership, communication, budgeting, project management, and problem-solving abilities.
- Ability to build strong working relationships and provide technical guidance to a wide range of stakeholders.

### **Working Conditions**

- Monday to Friday, 8:30 a.m. – 4:30 p.m.
- Occasional evening or after-hours work may be required for special projects and emergency work
- Shared on call rotation.
- Combination of office and field-based work environment

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### **Position Details:**

**Status:** Permanent Full Time

**Days & Hours of Work:** Based on a 35-hour workweek, typically Monday-Friday 8:30 a.m. to 4:30 p.m. May require evenings or weekends for special projects. Shared on call rotation.

**Working Conditions:** Physical office setting. May involve travel and work at various County facilities as required.

**What we have to offer:**

**Salary:** \$119,719.60 to \$154,154.00 annually (\$65.78 to \$84.70) (based on qualifications and experience)

**Comprehensive benefits and pension package:**

- Municipal (LAPP) pension
- Sunlife extended health and dental (100% employer paid)
- 15 days accrued vacation
- 12 days personal health leave
- 8 manager days in lieu of overtime
- Long term disability and life insurance
- All access pass to Bold Multiplex and Pool
- TELUS Employee & Family Assistance Program (EFAP)
- Training and professional development opportunities
- Active Social Committee, Green Committee and Focus Indigenous Committee
- Moving Allowance
- Work life balance
- Lake Life

**Closing Date: Open until suitable candidate is found**

At Lac La Biche County, we are committed to fostering a positive workplace culture, supporting professional growth, and delivering exceptional public service to our communities. We offer a competitive compensation package, comprehensive benefits, and the opportunity to make a meaningful impact within a progressive municipal organization.

**How to Apply:**

If applying outside of our Lac La Biche County website, interested candidates are invited to submit their cover letter and resume by clicking on the following link: <https://llbc.startdate.ca/> . **Please quote 33-MIT-26 Manager, IT Competition on your cover letter.**

Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months.

We thank all interested applicants; however, only applicants selected for an interview will be contacted.