



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 1117

CALL NO. 26-4559

<b>Job Designation:</b>	Project Manager
<b>Department:</b>	Information Technology Solutions
<b>Job Details:</b>	Temporary, Full Time (Non-Union)
<b>Duration:</b>	Approximate 12-month contract
<b>Salary Range:</b>	\$105,893 - \$127,123
<b>Pay Grade:</b>	206
<b>Closing Date:</b>	Applications for this position must be received at <a href="http://oakville.ca">oakville.ca</a> no later than 11:59 p.m. on <b>April 23, 2026</b> .

This job posting is for an existing vacancy and therefore will be filled accordingly.

### **We offer:**

- A hybrid work schedule; minimum 1 day a week (*subject to change and business needs*)
- A defined benefit pension plan (OMERS)
- Contract employee benefits package
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

This role provides the opportunity to lead high-impact initiatives that shape how technology and transformation support service delivery to the community. You will collaborate with leaders across the organization, manage complex enterprise-level projects, and play a key role in advancing modern, effective, and user-focused solutions for the Town.

Reporting to the Manager of Project Portfolio and Delivery, the Project Manager is accountable for the end-to-end delivery of complex technology and business transformation initiatives. This role provides structured project management across scope, schedule, cost, quality, risk, resources, communications, and procurement in alignment with corporate strategy and the approved capital budget. The Project Manager leads cross-functional project teams in a matrix environment, working closely with business partners, technical teams, senior leadership, and external vendors. A significant component of this role includes vendor management, financial oversight, governance reporting, and control of project delivery. The primary focus of this position is technology-enabled and organizational transformation initiatives with enterprise impact.

### **What can I expect to do in this role?**

As a Project manager you will engage in the following:

#### **• Project Initiation & Planning**

- Lead the development of project business cases, charters, scope statements, work breakdown structures (WBS), schedules, cost estimates, and budgets.
- Establish project governance, success metrics, reporting structures, and delivery milestones.
- Perform risk planning including identification, qualitative and quantitative analysis, and mitigation planning.
- Define resource requirements and coordinate assignments across technical, functional, and business teams.

#### **Project Delivery & Control**

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Direct and manage project execution in a matrix environment, ensuring alignment with approved scope, schedule, cost, and quality standards.
- Monitor and control project performance, proactively identifying risks, issues, dependencies, and change impacts.
- Manage scope, schedule, budget, quality, and resource adjustments through effective change control.
- Promote team collaboration, accountability, and continuous improvement throughout the project lifecycle.

#### *Client, Communication & Governance Management*

- Develop and execute project communication strategies tailored to diverse client groups.
- Prepare and present project status reports, risk assessments, and decision materials to sponsors and governance bodies.
- Facilitate governance and Executive presentations, clearly articulating progress, issues, risks, and recommendations.
- Support organizational change by assessing impacts, managing expectations, and communicating outcomes.

#### *Vendor & Financial Management*

- Lead vendor engagement, contract management, and delivery oversight.
- Plan and coordinate vendor activities, monitor deliverables, and conduct regular status meetings.
- Review progress reports, identify delivery risks, and escalate issues as required.
- Validate and approve vendor milestones, invoices, and key deliverables in accordance with contractual and financial controls.
- Negotiate deliverables and timelines to achieve optimal outcomes for the Town.

#### *Project Close-Out & Transition*

- Lead project close-out activities, including operational handover, documentation, and transition to support teams.
- Reconcile project budgets, confirm benefits realization readiness, and release project resources.
- Capture and document lessons learned and ensure project documentation is archived in accordance with Town standards.

### **How do I qualify?**

You hold a PMP certification (or equivalent) and have more than five years of progressively responsible experience managing complex projects. An undergraduate degree or diploma from a recognized university or college is required; an equivalent combination of education and experience may be considered.

#### *Experience*

- More than five (5) years of progressively responsible experience managing complex technology projects.
- Demonstrated experience delivering technology and/or business transformation initiatives.
- Experience managing projects within a government or public-sector environment is strongly preferred.
- Proven experience managing external vendors, contracts, and financial milestones.

#### *Knowledge, Skills, and Abilities*

- Expert knowledge of PMI-based project management methodologies (PMBOK or equivalent).
- Advanced proficiency with Microsoft Project and/or Project Online, including schedule development and progress tracking.
- Demonstrated ability to develop and manage detailed work breakdown structures (WBS); candidates may be required to complete a practical use-case exercise.
- Strong planning and prioritization skills, with the ability to adapt schedules and plans based on changing requirements.
- Excellent written and verbal communication skills, with the ability to communicate clearly to technical and non-technical audiences.
- Proven ability to manage relationships with business clients, internal teams, vendors, and senior partners.
- Strong negotiation skills with experience securing value-based outcomes.
- Collaborative leadership style that fosters an inclusive and respectful team environment.
- Ability to provide accurate, timely information that supports informed decision-making.

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**Core knowledge required for success:**

- Project management practices based on PMI (or equivalent) methodologies.
- Delivery of information systems, technology, and data management projects.
- Familiarity with current technology trends and improving user experience through technology.
- Understanding of government decision-making, governance, and approval processes.
- Vendor engagement, contract management, and performance oversight.

**Corporate Values:**

Teamwork, accountability, dedication, honesty, innovation and respect.

DATED: [April 10, 2026](#)

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3