

Employment Opportunity

Business Systems Manager

Asset Management Department
Full-Time, Exempt, Temporary (12-18 Months)
August 7, 2026

The City of Fernie invites applications from qualified, experienced, persons for the full-time, exempt, temporary (12-18 month) position of Business Systems Manager.

POSITION SUMMARY

Reporting to the Director of Asset Management, the Business Systems Manager is responsible for providing business-side governance, coordination, and operational oversight of corporate business systems, GIS, and IT-enabled services, including accountability for coordinating system- and IT-enabled initiatives within approved corporate direction, to support the asset lifecycle and organizational decision-making.

Positioned within the Asset Management Department, this role acts as a strategic business partner, ensuring that systems, data, workflows, and IT services are governed, integrated, and evolved in a coordinated and value-driven manner. The Business Systems Manager supports effective planning, capital delivery, operations, performance management, and continuous improvement across the organization by bridging business objectives, asset management needs, and enabling technology.

The position provides direct supervision of staff and oversight of service providers accountable for business systems, GIS, and IT services, with a focus on governance, integration, service performance, and business outcomes rather than day-to-day technical administration.

DUTIES AND RESPONSIBILITIES

The **Business Systems Manager** will:

Governance and Strategy

- Establish and maintain governance frameworks, standards, and lifecycle management practices for corporate business systems, GIS, and IT-enabled services.
- Define minimum system, data, and service requirements to support asset management, service delivery, and corporate decision-making.

- Translate Council-approved and corporate priorities into coordinated business system and IT service capability roadmaps to support implementation and delivery.
- Align the annual business systems and IT-enabled workplan with broader corporate priorities, organizational capacity, and approved budgets.
- Assist in the development, review, and evaluation of related policies, standards, bylaws, and procedures.

Enablement and Integration

- Provide business analysis to define requirements, workflows, decision points, and system handoffs prior to the selection or implementation of systems or IT solutions.
- Act as the business-side project authority for system-, data-, and IT-enabled initiatives, coordinating planning, sequencing, risk management, and change impacts with internal teams and external service providers within approved scope, budget, and governance frameworks.
- Support business transformation initiatives by ensuring systems and IT services are integrated, fit-for-purpose, and aligned with agreed outcomes.
- Define system, data, and information handoffs from capital project delivery into operations and maintenance (excluding construction management).
- Provide oversight of GIS and IT services as enabling capabilities, ensuring alignment and integration with other corporate business systems.
- Manage relationships with vendors and service providers delivering business systems and IT services, with a focus on performance, value, and integration.

Operational Oversight and People Management

- Oversee the performance, reliability, scope, and risk associated with business systems and IT services.
- Monitor system adoption, data quality, and service effectiveness across IT-enabled processes.
- Provide oversight of budgets, contracts, and accounts payable related to business systems, GIS, and IT services (excluding transaction processing).
- Supervise staff accountable for business systems, GIS, and IT service delivery, including setting priorities, managing workloads, and supporting professional development.
- Support continuous improvement, service maturity, and effective change management across systems and IT-enabled services.

General

- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Other duties as required.

These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

VALUES

Managers are expected to champion the City of Fernie's Corporate Vision, Mission, and Values, embedding these principles in their leadership approach and team operations to foster a culture of excellence and continuous improvement:

Vision

An inclusive workplace where people are supported, excited and proud.

Mission

Prioritize a healthy and respectful organization that enables quality service delivery.

Core Values

- Safety and Wellness
- Initiative
- Accountability
- Integrity
- Teamwork

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Business, Information Systems, Engineering, Computer Science, or a related field with a technology or systems focus.
- Minimum five (5) years of progressively responsible experience in business analysis, business systems, IT-enabled service delivery, or digital transformation, preferably in a municipal or public sector environment.
- Demonstrated experience providing operational oversight of systems, vendors, and service providers.
- Experience supervising staff or coordinating cross-functional teams in a complex organizational environment.

Knowledge, Skills and Abilities

- Strong understanding of municipal operations, asset management principles, and the role of systems and data in supporting service delivery.
- Ability to translate business and asset management needs into system and IT service requirements.
- Knowledge of business analysis, project coordination, and change management practices.
- Demonstrated knowledge and practical experience in applying project management principles to technical, systems, data, or IT-enabled initiatives, including requirements gathering and definition, integration planning, risk management, and managing organizational change impacts, preferably within a public sector environment.
- Strong interpersonal and communication skills, with the ability to build effective relationships across departments and with external partners.
- Ability to communicate complex system or technology concepts clearly to non-technical audiences.
- Sound judgment, initiative, and accountability when working with competing priorities and confidential information.
- Project management certification or formal training related to technical, systems, or IT-enabled projects (e.g., CAPM, PMP, Agile, or equivalent) considered an asset.

WORK CONDITIONS

- Operation of desktop computer and peripherals
- Interaction with employees, management, consultants.

- Occasional Council meeting attendance and conducting of presentations
- Moderate overtime
- Occasional travel
- Working in a busy environment with frequent interruptions.
- Extended periods of sitting

ACKNOWLEDGEMENT

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

The City of Fernie offers competitive benefits and a competitive salary depending on the applicant's experience and abilities. The Business Systems Manager is a full-time (35 hours/week), temporary, Exempt position. Salary bands for this exempt role range from \$111,700 - \$128,100 per year depending on education, certifications and experience, supplemented with competitive benefits and pension, and will receive the higher benefits between the CUPE Local 2093 and IAFF Local 2827. Earned Day Off Program: (i.e., Extra Day Off every three weeks) and Pension Plan inclusion.

Interested applicants are requested to submit a resume and cover letter in pdf format before 12:00PM (MST) **Friday August 28, 2026**, to careers@fernie.ca titled "Business Systems Manager".

Chantal Chown
Business Systems Manager
careers@fernie.ca
cc: Human Resources
PO BOX 190, 501-3rd Avenue
Fernie, BC V0B 1M0

We wish to express our appreciation to all applicants for their interest in applying for this position. However, only candidates selected for an interview will be contacted.

The City of Fernie is committed to diversity, equity and inclusion in the workplace and during the recruitment process. We welcome applicants from all qualified individuals, including those who belong to equity-deserving groups. If you require accommodation to participate in the recruitment process, please inform us when you apply, and we will make every effort to meet your needs. Staff can be reached at careers@fernie.ca or reached at 250-423-2242 to arrange for accommodation.

The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.