



Town of Erin
Job Description

**Manager, Information Technology and
Digital Transformation**

Position Title: Manager, Information Technology and / Digital Transformation

Business Unit: Corporate Services

Reports To: Director of Legislative Services & Town Clerk

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

OVERVIEW OF POSITION

Reporting directly to the Director of Legislative Services & Town Clerk, the Manager, Information Technology and Digital Transformation oversees and provides leadership in the areas of Information Technology (IT) and corporate innovation including maintenance of IT infrastructure, cyber security, programs, budgets and activities. This role is also responsible for the development and implementation of corporate-wide, innovative digital transformation initiatives to support the achievement of business and strategic goals of the Town of Erin while ensuring sustainable, effective and affordable information and technology solutions.

MAJOR RESPONSIBILITIES

- Oversees and manages the delivery of IT services, support, infrastructure, and cyber security.
- Manages the development of IT goals and deliverables in alignment with Town strategic goals.
- Drives corporate change management including corporate-wide digital transformation.
- Assesses and makes recommendations for continuous IT improvement.
- Defines and communicates corporate plans, policies, and standards for the organization related to acquiring, implementing, and operating IT systems.
- Reviews hardware and software acquisition and maintenance contracts.
- Responsible for the direct development and execution of an organization-wide disaster recovery and business continuity plan.
- Manages all components of the annual IT budget.
- Collaborates with all Town divisions to ensure effective IT support, readiness for innovation and system maintenance.
- Coordinates all IT purchasing activities including Request for Proposals (RFP).

- Supervises the recruitment, development, retention, and mentorship of all IT staff.
- Performs other related duties as assigned.

POSITION REQUIREMENTS

- A University degree in Information Technology or Computer Science or related discipline.
- Minimum (5) years related work experience in the Information Technology field.
- Minimum of (3) years project management and/or business analysis experience (preferably in the municipal sector).
- Ability to take a proactive approach to information system security such as managing firewalls/ anti-virus applications.
- Advanced level experience working with Windows Server, MSSQL databases, web applications, desktop computing, and system administration.
- Expert level technical proficiency working with complex cloud- based software platforms.
- Effective attention to detail and high degree of accuracy, analytical thinking and planning skills.
- Extensive and specialized technical knowledge in the business systems area, which includes applications, development, business and process analysis, research and development, and systems integration to business systems.
- Ability to maintain confidentiality and integrity of information and data
- Advanced systems analysis skills, as well as comprehensive experience implementing and supporting complex information systems.
- Satisfactory passing of a criminal record check

WORKING CONDITIONS AND ENVIRONMENT

- Flexible, hybrid work environment, including three days spent in-office and two days working from home.
- This position works 40 hours a week, 8:30am-4:30pm, Monday to Friday, however the incumbent may also work outside of regular business hours.
- The compensation for this position is under review and is currently at a range of \$113,710.18 - \$133,024.88.
- The Town offers an excellent comprehensive benefit package, and participation in the Ontario Municipal Employee Retirement Scheme (OMERS) pension plan.
- There is a requirement to be continually productive; to meet deadlines and manage high volume requests and situations at one time so the incumbent may be exposed to stressful situations.

If you're passionate about joining our growing, innovative team, don't hesitate to apply! We encourage you to apply by sending your resume to HR@Erin.ca; we will accept resumes until 4:00 pm on Friday, September 6th, 2024. We'd love to hear from you!

The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only. Accommodation is available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.