Job Title:	**IT Manager**
Position Type:	Full-Time, Permanent
Department:	Finance
Reports to:	CFO / Treasurer
Directly Supervises:	n/a
Hours per Week:	35 hours per week
Salary Range:	$96,178 - $108,250 (Pay Band 9)
Application Due Date:	December 13, 2024 at 4:30pm (ET)

Position Summary

The IT Manager is responsible for IT related technologies within the Township. This includes procurement, deployment, documentation and maintenance of all technology in use for the Township. The IT Manager is expected to keep the Townships technology running in an efficient and secure manner while maintaining reasonable expenditures relating to the use of technology in the Township.

The IT Manager is expected to communicate, negotiate, mediate, maintain relationships and cooperate with a diverse set of individuals and entities ranging from employees, directors, council members, county peers, the public and many third party vendors in a way that maintains the Townships high standards and stellar reputation..

Duties and Responsibilities

- Oversees the day-to-day functions of the Township's IT networks, establishing priorities, ensuring timelines and goals are achieved.
- Manages all IT assets on behalf of the municipality in accordance with industry standards, and develops operating and capital budgets to ensure sustainability and reliability across the Township network.
- Develops and maintains complete detailed inventory of all corporate hardware, operating systems and applications, including condition assessments and an optimal replacement schedule based on the Township Asset Management Program
- Develops and implements the outcomes of an IT Master Plan, including Disaster Recovery Plan and Cyber Security Strategy

- Develops, deploys, secures, monitors, maintains, supports and documents existing and new technology infrastructure components including workstations, laptops, printers, mobile devices, user peripherals, operating systems, applications and configurations to industry best practices.
- Diagnoses and resolves or escalates network, workstation, operating system and application issues, problems and malfunctions on a wide range of hardware and software including networks, servers, operating systems and applications while adhering to service level requirements.
- Provides front line, first level user support and responses, call logging and escalation.
- Configures, maintains and upgrades database infrastructure for all third party software applications
- Administers contracts with third party software providers and managed service provider (MSP)
- Performs other related duties that are assigned by the CFO / Treasurer

Education and Experience

- Minimum community college diploma
- Cisco Certified Network Administrator (CCNA); Microsoft Certified Systems Engineers (MCSE); Network+, A+; CompTIA Security+; Internet Technology Infrastructure Library (ITIL)
- Working knowledge of basic computer hardware including RAM installation, power supply installation
- Experience working with third party software providers for applications in the municipal sector would be an asset
- Must possess a valid "G" driver's licence in good standing.
- Specialized Knowledge/Skill Requirements:
  - Strong work ethic and desire to grow in the IT profession
  - Highly developed organizational and analytical skills
  - Report writing skills would be an asset
  - Good communication skills
  - Team Player

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact lwheeler@mapleton.ca.