



## **EXTERNAL JOB POSTING ADMIN-25-06**

Corporate Services Department

Manager, Information Technology

Job Type: Permanent, Full-Time

Date Posted: March 17, 2025

Current Job Description Applies Non-Union

Rate of Pay: Salary

### **GENERAL**

The Municipality of Greenstone Corporate Services Department is seeking a Manager of Information Technology who will be responsible for planning, coordinating, and directing the organizations computer-related activities.

The role will handle a broad spectrum of responsibilities including the development of IT policies, procedures and best practises, managing information systems and drive technological growth to support the Municipality's goals and objectives.

### **QUALIFICATIONS**

- A post-secondary degree or diploma in Computer Science, Computer Engineering, Information Systems, Business Management or related discipline with an IT focus is preferred.
- Minimum 4 years' experience working within a municipal IT environment.
- PMP/CAPM designation, or Professional Certificate in Project Management.
- An action-oriented team builder, coach and mentor who is supportive of colleagues and embraces a collaborative approach to challenges.
- Proven skills in planning, project/time management, partnership development, analytical, budget and financial resource management.
- Strong interpersonal and communication skills (written, oral, report writing, presentations, electronic, web based, social media, etc.) to serve as the Municipality's technology ambassador.
- Ability to facilitate presentations and information sessions for staff and Council.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Possess a valid Class "G" Driver's License in good standing.

### **REPORTING RELATIONSHIP**

- Reports to the Director of Corporate Services/Treasurer

### **HOURS OF WORK**

- 7 hours per day, 35 hours per week, Monday to Friday 8:30 a.m. to 4:30 p.m.

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.





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A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on March 31, 2025 to:

Al Gordon, Manager of Human Resources  
Municipality of Greenstone Administration Office  
PO Box 70, 1800 Main Street  
Geraldton ON POT 1M0

Email: [al.gordon@greenstone.ca](mailto:al.gordon@greenstone.ca)  
Fax: (807) 854-1947

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