



City of Owen Sound

Manager of Information Technology

The City of Owen Sound is located on the southern shores of Georgian Bay in a valley below the sheer rock cliffs of the Niagara Escarpment. Owen Sound is a community of 20,000 and is characterized by a magnificent harbour and bay. It is the largest urban community in Grey and Bruce Counties, which when combined represents a primary commercial market of 158,000.

Reporting to the Director of Financial Services, the Manager of Information Technology (IT) will be responsible to provide infrastructure development and maintenance, service management including the strategic development of IT initiatives within the Municipality. The ideal candidate should have a University Degree/ College Diploma in Computer Science in addition to 3-5 years experience in a senior IT role (or equivalent). Skill and knowledge in a broad array of computer hardware and software systems; network administration; systems security; trouble shooting; e-mail and internet programs is required with previous experience in a municipal setting being a definite asset.

Duties and Responsibilities for the position include:

- Managing and administering the corporate local and wide area network including corporate file, data bases and print servers and applications servers for services such as internet access, communication devices and e-mail.
- Ensures efficient and effective day to day operation of the City Networks and user PC's including:
 - √ Troubleshooting problems;
 - √ Installing and maintaining/upgrading software and hardware;
 - √ Maintaining user accounts and security;
 - √ Monitoring performance.
 - √ Maintaining proper security and safety procedures
 - √ Ensuring system backups
 - √ Ensuring proper anti-virus protection
- Performs annual audit to ensure compliance with the I.T. Strategic plan.
- Recommends upgrades or modifications to existing hardware/software applications to improve performance.
- Provide technical support for all approved projects as advisors, services providers, or managers of external contractors and vendors.
- Develop risk assessment tools for project development for use by the I.T. Committee.
- Assists with the assessment of technology requirements of the City in accordance with the I.T. Strategic plan.

- Provides input to technology strategies for the evolution of the corporation's computing and communications environment.
- Assists in product evaluation and selection.
- Co-ordinates and/or provides training of users.
- Responsible for the development, implementation and operation of a City Wide "Help Desk".
- Develop and recommend appropriate I.T. standards, procedures and policy in matters related to the above.
- Perform other related duties as may be assigned.

Applications will be accepted until Wednesday March 24, 2010 at 4:30pm.

Please submit to:

Corporate Services, Human Resources Division

Annie Sebesta

Human Resources Assistant

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