**ROLE SUMMARY**

Reporting to the Manager of Information Technology, the Capital Projects Manager will be responsible for the implementation and management of capital IT projects being undertaken by the District. The primary focus of the position will be to implement IT capital projects ($3-$6 million) over the next 3 years.

The focus of this position will be on the coordination of high priority and highly complex IT core service and infrastructure projects including data storage upgrades, network upgrades, server replacements, data centers, messaging authentication and telephony upgrades.

Project implementation will encompass all of the project management processes including initiating, planning, executing, controlling, closing and vendor management. The Manager will be responsible for the timely and successful delivery of the projects within budget and to a high level of quality.

**QUALIFICATIONS**

- Bachelor's degree in Information Technology, Computer Science or Business Administration

- Project Management Professional (PMP) certification preferred, or at minimum proficiency to pursue certification.

- Minimum of 10 years proven experience in a combination of IT program, project and operational management including experience / responsibility managing diverse/complex projects and teams.

- Demonstrated hands-on knowledge of computer systems and data centre operations, network communication protocols, systems operation management tools and techniques, information technology systems design and structures, storage and server technologies, as well as technologies and industry standards that are applicable to the District's IT environment.

- Ability to handle confidential situations, work effectively and efficiently under pressure, lead and direct in a rapidly changing technical environment, and to make sound decisions.

- Understanding of project management methodologies and terminologies, as well as basic accounting and financial concepts.

- Demonstrated ability to successfully implement new technology and meet project objectives.

- Demonstrated initiative and ability to develop, communicate, and implement successful strategic initiatives.

- Demonstrated ability to stay abreast of trends and new information.

- Demonstrated ability to lead and supervise employees in a unionized environment.
- Demonstrated ability to lead in a matrix management environment.
- Excellent ability to process large volumes of information, multi-task and re-prioritize work based on evolving organizational needs.
- Ability to independently lead initiatives and develop partnerships with internal stakeholders.
- Solid negotiation, conflict resolution, problem solving and decision making skills required.
- Must be creative and flexible when solving problems and able to encourage and engage input from others.
- Excellent communication skills to effectively communicate to both technical and non-technical audiences - ability to make clear, concise and well organized oral and written communications and presentations.
- Proven ability to develop credible, effective working relationships with employees and contractors

## MAJOR ACCOUNTABILITIES

### Advice & Support

- Provides reasoned and balanced advice, background information, and briefing materials to a variety of stakeholders including directors, managers and system owners.
- Makes recommendations to assist with implementation of the District's strategic objectives.
- Serves as a key member of the management group which is responsible for advising on and implementing the District's long-term IT infrastructure plans and policies.
- Reports evaluation findings to the Manager and recommends strategic direction.

### Leadership of Staff

- Leads a team of consultants and assigned staff to meet the objectives of the program.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by section leaders. Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.

- Leads or oversees recruitment, orientation and training of new staff in accordance with District policies.

- Prepares guidelines for work performance, expenditures and use of resources.

- Role models effective public participation and relationship building with community stakeholders.

- Builds strong, open and collaborative working relationships characterized by mutual respect with superiors, peers and subordinates.

- Provides departmental leadership, including coaching, mentoring, training and development and performance management of team members.

## Division Operations

- Provides IT capital project coordination to the organization

- Involved in all phases of IT projects including the coordination of technical design, contract administration and documentation; the preparation of project requirements, plans, schedules and budgets

- Completes project monitoring and tracking; and providing regular status updates to management on project progress.

- Coordinates project teams to deliver various IT Infrastructure projects

- Develops and prepares comprehensive project plans including: project scope, timelines, risks and specifies deliverables and quality expectations; manages the implementation and achievement of assigned project objectives, follows up with decisions that are made when appropriate or necessary;

- Assigns tasks, schedules timelines and coordinates technical/professional staff on a project basis to ensure timely delivery

- Prepares, monitors and tracks various projects budgets and staff

- Monitors, coaches and mentors the performance of project team members

- Organizes and leads meetings with project team and stakeholders as required and manages actions arising from them

- Facilitates input from stakeholders to arrive at appropriate solutions

- Ensures project closeout at completion.

## COMPETENCIES

## Adaptability

- Is flexible in a changing work environment

**Relationship Building**

- Establishes and maintains respectful and cooperative working relationships

**Effective Communications**

- Communicates effectively with others

**Problem Solving**

- Recognizes and acts to resolve problems

**Customer Focus**

- Provides excellent service to both internal and external customers

**Strategic Agility**

- Anticipates future needs, opportunities, and consequences
- Uses a proactive approach to take action and achieve desired outcomes

**Innovation**

- Strives for innovation in the workplace
- Champions new ideas and creative solutions

**Change Management**

- Actively promotes appropriate change as a necessary business function
- Leads people through transition and change

**Collaboration**

- Initiates and fosters a spirit of cooperation to achieve corporate goals using a consultative approach

**Supporting Employees**

- Empowers employees to contribute to organizational success

**Personal Insight & Impact**

- Shows awareness of self and impact on others
- Works to improve own personal performance