



POSITION VACANCY

Call Number:	2023 - 05
Position:	Senior Manager of IT Innovation
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
Location:	City Hall, 4310 Queen Street, Niagara Falls, Ontario
2022 Salary Range:	\$98,654 to \$123,317
Date Posted:	January 11, 2023
Closing Date:	January 27, 2023 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, January 27, 2023**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION Corporate Services – Information Systems

This description reflects the general details considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Senior Manager of IT Innovation

POSITION SUMMARY: Oversee all of the major IT projects. Ensure that timelines are met and that proper resources are allocated to all of the projects. Ensure that all member sections are working collaboratively.

RESPONSIBLE TO: Director of Information Systems

SUPERVISES: Manager of Innovation & Web Services
Manager of Software Services
Software Projects Analyst

RESPONSIBLE FOR:

1. Manage work requirements for staff and assign priorities.
2. Ensure that all projects are delivered on-time and within scope and budget.
3. Develop projects scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
4. Develop detailed project plans to track progress.
5. Ensure resource availability and allocation.
6. Measure project performance using appropriate systems, tools & techniques.
7. Establish and maintain relationships with third parties/vendors.
8. Use appropriate verification techniques to manage changes in project scope, schedule and costs.
9. Perform risk management to minimize project risks.
10. Create and maintain comprehensive project documentation.
11. Provide supervision, guidance and evaluations of staff performance.
12. Coordinate and work with external vendors to ensure corporate

standards are met for any integrations and vendor applications.

POSITION REQUIREMENTS:

Minimum is a university degree in Computer Sciences or Engineering for Technical Project Managers or an approved related field.

At least five (5) years of experience in project management in the information technology sector.

Solid technical knowledge with hands on experience in software development and web technologies

PMP Certification preferred

Advanced working knowledge of Microsoft Office.

Created: January 10, 2023