
Position Vacancy: Intelligent City Project Coordinator

Great City, Great Work, Great Future!

DEPARTMENT:	Office of the CAO	STATUS:	Temporary Full Time (2 year term)
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 Hours/Week*	SALARY:	\$91,181 to \$100,534 annually

In today's economy, "intelligent cities" are leveraging fibre broadband to grow jobs, investment and knowledge for the benefit of their citizens. In 2012, the City of New Westminster Economic Development Advisory Committee (EDAC) formed a task force to explore intelligent city best practices from around the globe and related potential benefits for the community. The resulting report contained a number of recommendations and initiatives focusing on the areas of fibre broadband, digital inclusion, knowledge workforce, innovation and marketing and advocacy which were subsequently endorsed by city council.

We are in search of a qualified and innovative professional to coordinate these initiatives in order to meet our goal of becoming an Intelligent City. Under the consultative direction of the Chief Administrative Officer and in cooperation with the City's Economic Development and Information Technology divisions, the Intelligent City Project Coordinator liaises with and takes direction from the Intelligent City Advisory Committee (ICAC). This role will coordinate and implement various initiatives related to the five pillars of City of New Westminster's Intelligent City plan.

REQUIREMENTS:

- A university degree in business, communications, information technology, marketing or related discipline, from a recognized post-secondary institution.
- A minimum of 10 years related project management experience, preferably within municipal government, or in a similar technically based role.
- Knowledge of the opportunities, policies and challenges related to a city-owned fibre optic network.
- Thorough and comprehensive knowledge of related Intelligent City concepts and initiatives such as, fibre network and broadband telecommunications systems, digital inclusion, innovation, advocacy and marketing.
- Demonstrated excellence in leadership, problem solving, decision making, analysis, planning and implementation skills.
- Proven capability in project management skills, from inception to achieving desired outcomes.
- Proven ability and success in the planning, development, coordination, presentation, evaluation and promotion of initiatives, programs and events.
- Superior verbal and written communication skills, including the ability to independently prepare complex correspondence, narrative and statistical.
- Superior interpersonal skills and ability to engage the community and establish/maintain effective liaisons, communications and working relationships with staff, external contacts and the general public.
- Ability to work independently and with minimal supervision, organize workload and set priorities, and to be flexible with changing priorities and deadlines.
- Willing to work extended and non-standard hours and periods of time as operationally required.
- Valid BC Drivers' License.

**City Hall hours of operation are Monday, 8am to 8pm, and Tuesday to Friday, 8am to 5pm.*

Please note: the successful candidate will be scheduled on Mondays from 11:00am to 8pm on a rotational basis.

Apply by sending your resume quoting competition #15-45, by **July 17, 2015** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

The City of New Westminster is committed to employment equity.

We welcome diversity and encourage applications from all qualified individuals.