

**JOB POSTING**  
**Manager, Information Technology and GIS**  
**Permanent Full-Time**  
Corporate Services Department

Reporting to the Director of Corporate Services, the incumbent will be responsible for:

- Leading the development and implementation of an IT Strategic Plan;
- Providing technical support in a computer technician/service desk capacity to facilitate exchange of information and advice;
- Creating and documenting standard technology procedures and tools;
- Participating in deployment of hardware and software;
- Conducting research to access computer and phone hardware system information and software application options;
- Contributing to Problem Identification processes and maintain the Service Desk databases;
- Creating, compiling and maintaining GIS databases, cartographic products, and realistic representation of features;
- Creating, maintaining and distributing map products, sketches and reports, for various planning applications including Land Division, Subdivision, Official Plan Amendments, etc;
- Participating in GIS interdepartmental projects, providing knowledge and expertise of GIS data standards and applications;
- Responding to inquiries by internal and external clients; and
- Performing other requisite duties as assigned.

Required experience and education include:

- Post-Secondary Diploma or Degree in Computer Systems, or a related field;
- A post-secondary diploma in Geographic Information Systems or equivalent an asset;
- Minimum 5 years of related progressive experience, preferably in a municipal environment;
- Experience with computer installation, maintenance and repair;
- Experience with network hardware, operating systems, and voice communications systems, specifically with a Microsoft Exchange Server and Windows Server;
- Experience in migration from Microsoft Exchange to Microsoft Office 365 an asset;
- Experience with network security, backup services, cloud migration, cloud-based storage/management services and redundant network setup;
- Demonstrated proficiency in Microsoft Office, and any other related software;
- Demonstrated experience in the application of ArcGIS software, spatial database creation and maintenance;
- Proven experience with Database Software and Graphic Design packages such as Adobe Illustrator and Corel Draw would be an asset; and
- Superior communication and interpersonal skills.

**\*Due to the nature of this position, work hours may occur outside of the regular Township business hours including evenings, nights, holidays and weekends.**

You can learn more about the Township of Scugog by visiting our website ([scugog.ca](http://scugog.ca)). Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position by **4:00 p.m. on Friday, March 10, 2017** to the Office of the CAO via email: [lfitton@scugog.ca](mailto:lfitton@scugog.ca), Township of Scugog, 181 Perry Street, P.O. Box 780, Port Perry, ON L9L 1A7 or through our website. Please mark replies, "Manager, IT and GIS".

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please contact Lisa Fitton at [lfitton@scugog.ca](mailto:lfitton@scugog.ca) if you require any accommodations.**