

Manager of Information Technology



Cariboo-Chilcotin School District encompasses forests, lakes, plains, and mountains across a large geographic area on the traditional and unceded territories of the Secwepemc, Tsilhqot'in, and Dakelh First Nations. Rich indigenous culture, thriving small towns and rural communities, with boundless opportunities for fishing, hiking, and hunting provide a broad range of cultural and outdoor experiences. There is something for everyone in the Cariboo-Chilcotin, which is why so many people will come for a visit and stay for a lifetime!

Our district is home to approximately 4600 students across 22 schools. Our two main centers are Williams Lake and 100 Mile House, but we extend out to Dog Creek, Likely, Big Lake, Horsefly, Nemiah Valley, Alexis Creek, Tatla Lake and Anahim Lake.

The Position

Reporting to the Director of Instruction or designate, the Manager of Information Technology is responsible for the operation of the district's information technology systems ensuring best practices throughout the district. The Manager is accountable for and leads the development and operation of the school district's technical infrastructure including district servers, LANs, WANs, mobile networks and enterprise device management solutions and systems. The Manager assists in managing, building, and executing technology plans throughout the district in a team environment. The Manager ensures that the systems security and privacy of information are in accordance with FOIPPA.

Key responsibilities include:

- Manage the districts information technology systems and services.
- Coordinate and oversee the activities of a variety of resources including unionized staff, contractors and consultants.
- Plans, organizes, supervises, evaluates employees and follows appropriate district procedures and/or collective agreements.
- Manage, coordinate, direct, design and support all IT related activities of the organization.
- Provide guidance based on best practices when reviewing technological solutions that will improve education and business services.
- Establishes and maintains effective working relationships with administrators, district staff, consultants and others related to information technology.
- Works closely with management team members and shares responsibility for several HR administrative processes including recruitment, orientation, health and safety, and labour relations.
- Develops and implements operational policies, procedures and guidelines.

Required Knowledge, Abilities and Skills

- A Bachelor's or Master's Degree in computer science, information technology, computer engineering, or software engineering is preferred
- A minimum of five years of systems administration experience in a technology management role with skill in planning, administration, supervision and training, or an equivalent combination of training and experience
- Excellent interpersonal skills including excellent public speaking and presentation skills
- Ability to supervise, train, and facilitate training of IT staff
- Proven experience in strategic planning, technology integration, planning and implementation

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- Excellent decision making and problem solving skills
- Superior organizational skills
- Ability to lead and develop systems integration strategies
- Strong working knowledge of data integration, data warehouse, data reporting and data visualization
- Strong working knowledge privacy and privacy laws (FOIPPA)
- Strong knowledge of backup and archival structures
- Advanced working knowledge of computer hardware, software and networks in a diverse platform environment including: Windows, HP/Aruba, VMWare, Hyper V
- Advanced working knowledge of security protocols
- Strong knowledge of networking, network hardware, and networking protocols
- Strong knowledge of onsite hosting and cloud-based hosting environments

The salary range for this position is \$95,000 to \$110,000 per year with a comprehensive benefits package and Municipal Pension. Placement on the salary range is dependent on qualifications and experience.

To explore this career opportunity, please submit an application, complete with resume, documentation supporting credentials and three professional references by 1:00 pm Thursday, June 18, 2024. Interested candidates may submit their application through www.makeafuture.ca or directly to:

Taryn Aumond, Director of Human Resources
School District No. 27 (Cariboo-Chilcotin)
Email: taryn.aumond@sd27.bc.ca

School District No. 27 appreciates the interest of all applicants, however, only those selected for an interview will be contacted. Successful applicants will be subject to a criminal record check.