

The Town of Cobourg is seeking a **Supervisor, Information Technology** for approximately a twelve-month term. Under the direction of the Director, Corporate Services the Supervisor, Information Services is responsible for supervising the operation and maintenance of municipal computer systems, including telephone systems and printers.

The primary duties of this position include:

- Lead the local IT team and oversee the planning, execution, and monitoring of IT projects, ensuring timely completion, resource optimization, and alignment with town objectives.
- Collaborate with senior management and key stakeholders to develop a comprehensive IT strategy aligned with the town's objectives and vision.
- Develop, implement, and maintain a comprehensive disaster recovery and business continuity plan to ensure the town's IT systems and data can be promptly restored in the event of an emergency or disruption.
- Collaborate with various departments to assess their technological needs, provide strategic recommendations, and implement solutions that maximize efficiency and productivity.
- Create and maintain an IT roadmap that outlines future technology investments, infrastructure upgrades, and resource allocation to support the town's growth and evolving needs.
- Evaluate vendor performance and contract compliance regularly to ensure the highest quality of service is maintained.
- Regularly perform vulnerability assessments, risk analyses, and penetration testing to identify and address potential security risks.
- Develop, implement, and maintain comprehensive IT security policies, procedures, and protocols to safeguard the town's digital assets, information systems, and networks from unauthorized access, data breaches, and cyber threats.
- Stay informed on IT and cybersecurity industry.
- Educate and train employees on IT security best practices and protocols to foster a culture of cybersecurity awareness and vigilance.
- Regularly monitor, troubleshoot, and resolve system issues and technical malfunctions in a timely manner.
- Provide timely and efficient after-hours support to address urgent technology-related issues that may arise outside of regular business hours.

(Please see full job description for further information)

The successful candidate will possess the following skills and qualifications:

- Post-secondary education (degree or diploma) in computer science or a related field.
- A minimum of five (5) years' progressive IT experience, a minimum of two (2) of which are in a supervisory or leadership capacity.
- Achieved industry certification related to the implementation and administration of a Windows based enterprise environment, such as MSCE, MCE or MCP certifications or equivalent certifications are an asset.
- Have hands on experience technically administering within an MS Windows Environment, MS Azure exposure, SQL Database knowledge, IP phone systems familiarity.
- Demonstrated knowledge and experience working with firewalls, networks, desktop and server operating systems including Windows, Android and iOS, CCTV and Ubiquiti Wireless.
- Familiarity with security and compliance frameworks, such as NIST CSF or CIS Controls will be considered an asset.



Job Posting 24-46

Supervisor, Information Systems - TEMPORARY

This position will require the individual to work with a very high level of independence, prioritizing own work, completing with high accuracy, working within time constraint while displaying excellent interpersonal, organizational and communication skills. The successful candidate must possess excellent problem solving and trouble shooting skills and have the ability to do so under pressure and time constraints.

The successful candidate will need to be able to prioritize work and to work under pressure to meet multiple deadlines accompanied by the ability to exercise discretion and good judgement and maintain confidentiality.

This position will be required to share in the stand-by rotation to provide on-call 24/7 support of infrastructure and respond to cyber threats. The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a current acceptable criminal records check.

WAGE:

The wage scale for this position is Non-Union Grade 7: \$91,000 – \$106,451.80 annually.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca **no later than December 2, 2024**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.