Information Technology Manager

Permanent Full-Time with Benefits

Nipissing First Nation requires an I.T. Manager to manage information technology systems within NFN offices and community facilities while working within the administrative policies and procedures of Nipissing First Nation. The I.T. Manager will work under the direction of the Director of Administration.
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QUALIFICATIONS:

- Must be a registered Nipissing First Nation member.
- Must have a University degree or College diploma in Computer Science.
- Diploma in Business Management will be considered an asset.
- High level of computer skills and experience with data management programs.
- Must have a minimum of three-years working related experience in information technology.
- Must have mid-level to senior management work experience.
- Knowledge of regulatory requirements relating to I.T. systems.
- Must have experience in finance and reporting at a senior level.
- Have a valid Class G driver's licence and access to a reliable vehicle.

REQUIRED SKILLS AND ABILITIES:

- Good organization, planning, troubleshooting and communication skills.
- Must have good working knowledge and expertise in information technology systems.
- Must have ability to develop workplans and budgets.
- Must demonstrate competencies related to experience supervising staff in an I.T. environment.

DUTIES:

- Reports directly to the Director of Administration.
- Supervises staff including Attendance Management and conducting performance appraisals.
- Ensures regular evaluation of NFN I.T. Infrastructure security risks.
- Develops, implements and monitors NFN's I.T. risk mitigation plan.
- Coordinates regular I.T. meetings to update and plan I.T. needs.
- Develops and maintains a Management Plan for NFN I.T. staff and yearly workplans.
- Attends managers' meetings and other meetings for NFN as needed.
- Oversees and reviews follow ups on Trouble Tickets.
- Prepares and oversees budget for I.T. Department.
- Maintains list of equipment on hand and oversees inventory of supplies. Responsible for approval of equipment purchases.
- Seeks out funding sources for equipment upgrades.
- Maintains and implements I.T. Governance Policies.
- Developing and maintaining I.T. training plan for I.T. staff and NFN employees

The successful candidate must provide a current Criminal/Police Records Check prior to employment.

CLOSING DATE: Qualified individuals are invited to submit a cover letter, resume and three (3) current work-related references no later than **Friday, April 23, 2021 at 4:30 p.m.** to:

Human Resources Department
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC