Project Manager Technology Services

Job Summary

Vacancy :
Deadline : Sep 12, 2024
Published : Aug 12, 2024
Employment Status : Fixed Term Contract
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

- **Job ID:** 49105
- **Job Category:** Project Management
- **Division & Section:** Technology Services, Project and Strategy Delivery
- **Work Location:** Metro Hall, 55 John Street
- **Job Type & Duration:** Temporary Vacancy (12 months)
- **Salary:** $112,280.00 - $149,247.00
- **Shift Information:** Monday to Friday, 35 hours per week
- **Affiliation:** Non-Union
- **Number of Positions Open:** 1
- **Posting Period:** 12-Aug-2024 to 26-Aug-2024

To provide direction, leadership and guidance to project teams and manage the design, integration and implementation of solutions that support the organization and system initiatives.

Major Responsibilities:

- Ensuring project technical deliverables arrive within agreed scope, quality, timelines, and cost using project management tools and methodologies.
- Leads and manages all stages of the project lifecycle.
- Leads and manages the development of detailed scope requirements, budgeting, resource management, planning and scheduling, monitoring, and reporting progress; managing and mitigating issues and risks; reviewing, preparing and executing change requests.
- Develops, manages and reports on detailed project plans of varying levels of complexity that make major business transformations. Leads, facilitates and contributes to the design, creation, development and sustainment of corporate standards for Information Technology, including formalized project management methodology, change management, application development and migration.
- Manages all aspects of assigned projects, including the project charter, project plan and schedule, progress, budget, risk management, issue management, change management, resource management, quality review/best practices.
- Manages, motivates and trains the unit's staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.
- Supervises the day-to-day operation of all assigned staff including the scheduling, assigning and reviewing of work. Authorizes and controls vacation and overtime requests. Monitors and evaluates staff performance, recommends disciplinary action when necessary.
- Leads, participates in or oversees the preparation of or prepares project budgets and provides financial management such as sole source requests; contract negotiations; leasing agreements; business cases; feasibility and cost/benefit analysis.
- Oversees, participates or supports in recruitment selection, training and supervision of assigned project staff.
- Leads, participates in or oversees the preparation of, or prepares and/or supervises the preparation of various formal contractual documents such as: Request for Expression of Interest (REOI), Request For Information/Proposal/Quotation/Resource (RFI/P/Q/R), ITAPP, Statement of Work (SOW), Memorandum of Understanding (MOU) and Service Level Agreements (SLA).
- Provides leadership in the evaluation, selection and recommendation of technical solutions and professional services; manages vendors and contractors in the overall solution delivery process.
- Identifies and develops cross departmental/divisional initiatives to produce synergies and economies of scale.
- Negotiates with executive and senior management, clients and various stakeholders often with competing and conflicting goals, objectives and priorities.
- Manages and administers consultant/contractors and projects/contracts, implements quality assurance/quality control procedures, authorize payments and recommends additional payments in accordance with the City's financial authority and by-laws or contract terms.
- Negotiates and documents project changes involving scope, timelines, and budget.
- Reviews, tracks, evaluates, and reports on consultant and/or contractor progress, expenditures and performance to ensure adherence to project schedule, budget, scope, and contract terms.
- Adheres to the principles of the Project Management Institute (PMI) and PMI's Code of Ethics and Professional Conducts to develop and organize project protocols, procedures, relationships, and performance objectives to promote and achieve targets.
- Promotes standardization in areas relating to project administration, documentation, progress tracking and technical designs.
- Assesses and recommends scalable multi-jurisdictional business and technical solutions that meet client and business requirements in the context of corporate standards, policies and procedures for information technologies and architectures. This includes determining requirements, conducting research and evaluations, and obtaining all approvals and signoffs.
- Informs and educates senior managers, business users and technology peers on technology trends, and the effective use of business and technology solutions and information management.

Key Qualifications:

Your application for the role of Project Manager Technology Services should describe your qualifications as they relate to:

1. University degree in Computer Science/Electronic Engineering or equivalent a definite asset.
2. Project Management Professional (PMP) Certified.
3. Extensive experience of Infrastructure and/or System Architecture experience in a strategic development environment.
4. Extensive Project Management experience in all facets of technology (unit, functional, integration, system, regression, penetration, and performance).
5. Experience in Cloud Technologies, IaaS, PaaS, and SaaS.
6. Well versed in Dev Ops tools, concepts, and methodologies e.g., ITIL.
7. Functional Area: Cloud, DevOps, Application Development, Testing Solutions.
8. Technology Stack: Cloud (AWS, Azure, GCP any one), Docker, Kubernetes, Terraform, CI/CD Pipelines, Python, Microservices (Angular, React would be a plus)
9. Knowledgeable in Agile / Scrum / Release / Change activity.
10. Applicable Certifications in Infrastructure, Architecture, Disaster recovery planning, Engineering or equivalent a definite asset.
11. Ability to successfully execute enterprise-wide technology projects across multiple sections, units, stakeholders, and teams.
12. Supporting Data Centre migration projects.
13. Strategy creation and transition to execution for a large project/program.
14. Knowledge of Disaster Recovery methodologies and experience in disaster recovery planning.
15. Thorough understanding of Cash Flow analysis and NPV, ROI calculation methods.
16. Working knowledge of Security, Authentication, File Services, Server, SAN, Middleware, and Database and Application Development technologies.
17. Understanding of VMWARE Virtualization Technologies an asset.
18. Ability to work in a matrix environment, with minimum supervision, to facilitate and coordinate the development of Infrastructure Solutions in a complex Technology and Business Environment.
19. Clear understanding of Business/Technical Requirements, Statement of Work, and Strategic Plan creation as they apply to projects. Solid understanding of System Development Life Cycle and other methodologies.
20. Excellent written and verbal communication, as well as presentation skills.
21. A high degree of Emotional Intelligence in working with a diverse stakeholder group.
22. Ability to work independently as well as within a team environment.
23. Excellent collaboration, negotiation and influencing skills in a highly technical environment to foster and drive results and decisions.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to employment equity.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the **application process** is available upon request. Learn more about the City's Hiring Policies and Accommodation Process.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits