

The District Municipality of Muskoka is currently recruiting for a IT Project Coordinator



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The IT Project Coordinator is responsible for collaborating with team members and stakeholders to organize the logistical aspects of Information Technology (IT) related operational and capital projects, replacements, and major upgrades.

What you will do:

- Supports IT Services Management, Solutions Consultants, and business leads with monitoring and coordination of scope, schedule, and overall project initiatives.
- Assists in developing project artifacts including the project charter, requirements, work breakdown structure, budgets, resource allocation, sprint logs, user stories, schedule, risk logs, action items, and lessons learned.
- Assists project teams with planning, coordinating, reporting and visualization and documentation of project scope and deliverables.

What you will need:

- Three (3) year post-secondary diploma in Business, Planning, Communications, Public Administration, Information Technology, or other related programs
- Five years of progressively responsible experience including a minimum of 3 years of advanced experience in information technology system and application implementation, IT project coordination, and one (1) year of practical application development support experience.
- Industry standard certifications (ITIL, PMP, CAPM, COBIT, Prince2, BPMC) are considered an asset.

For a full outline of the responsibilities and requirements, please review the next page.

What we are offering

This is a **Permanent Full-time** opportunity at the District. The hourly compensation range for this role is **\$38.34 to \$42.12** based on a 35-hour work week. The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the “How to Apply” instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday, February 7, 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



JOB DESCRIPTION

IT Project Coordinator

Department:	IT Services	Reports to:	Manager, IT Services Project Manager
Effective Date:	June 2023	Supersedes:	New
Classification:	CUPE Inside Class 8	Job Evaluation Date:	May 2023 Pre-Evaluation

POSITION SUMMARY:

Responsible for collaborating with team members and stakeholders to organize the logistical aspects of Information Technology (IT) related operational and capital projects, replacements, and major upgrades.

DUTIES & RESPONSIBILITIES (not limited to):

- Supports IT Services Management, Solutions Consultants, and business leads with monitoring and coordination of scope, schedule, and overall project initiatives.
- Assists in developing project artifacts including the project charter, requirements, work breakdown structure, budgets, resource allocation, sprint logs, user stories, schedule, risk logs, action items, and lessons learned.
- Assists project teams with planning, coordinating, reporting and visualization and documentation of project scope and deliverables.
- Supports and facilitates project meetings, preparing agendas, presentations, and minutes.
- Coordinates projects in both agile and waterfall methodologies and maintains project documentation repositories.
- Follows Document controls: ensures projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Tracks the status of deliverables to ensure project deadlines are met and provides regular updates to team members and project leaders.
- Develops project strategies to ensure alignment of team members, and priorities based on a vision to execute on time, within the scope, and on budget, and effectively escalates early warning signs and deviations from the plan.

MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Three (3) year post-secondary diploma in Business, Planning, Communications, Public Administration, Information Technology, or other related programs
- Five years of progressively responsible experience including a minimum of 3 years of advanced experience in information technology system and application implementation, IT project coordination, and one (1) year of practical application development support experience.
- Industry standard certifications (ITIL, PMP, CAPM, COBIT, Prince2, BPMC) are considered an asset.
- Experience in project management in a municipal environment.
- Demonstrated ability to evaluate and work with new technologies and applications.
- Experience with Microsoft Office, Project, Visio, and related project processes and tools.
- Familiarity with Cyber Security program support.
- Have excellent communication, interpersonal, critical thinking, and problem-solving skills with a strong customer service-oriented focus.
- Demonstrate solid organizational skills, including multi-tasking and time management.
- Familiarity with quality assurance and quality control.