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Job Opportunity – Information Management Supervisor - Huntsville

The Algonquin Forestry Authority (AFA), the Ontario Crown agency responsible for sustainable forest management of Algonquin Park's Forests, invites applications for a full time opportunity in the position of Information Management Supervisor - Huntsville. The AFA is an innovative and progressive organization charged with planning and administering sound forest management responsibilities in Algonquin Provincial Park

The Information Management Supervisor will report to the General Manager out of the main office in Huntsville, Ontario. Located in the heart of the Muskoka's, Huntsville has a population of 19,000 and boasts most amenities including available housing. Huntsville is a thriving community with year round recreational opportunities, strong arts and culture society and full educational facilities. Arrowhead and Algonquin Provincial Parks are nearby and offers year round recreational facilities.

Website: www.huntsville.ca

What can I expect in this role?

In this role you will:

- Provide leadership, project management, and technical security expertise on a corporate enterprise wide basis in the area of Information Management and Information Technology (IM&IT) including maintenance and enhancements, to support the delivery of the Algonquin Forestry Authority mandate, programs and services.
- Lead IM&IT response and solutions to AFA users on a daily basis and lead projects and any IM&IT changes required that meet the AFA's strategic and long term goals, including guiding solutions and mitigating risks.
- Provide computer programming and advice for the execution of consulting contracts with outside agencies and companies.
- Lead, develop, supervise and direct the work of reporting staff by making effective recommendations on various human resources matters.
- Develop and maintain productive, effective working relationships with AFA staff and external partners to optimize program/service delivery and to facilitate cooperative approaches to implement key initiatives where appropriate.

How do I qualify?

Knowledge:

- Advanced knowledge and experience with information technology, including knowledge of operating systems(Windows NT, Unix), database systems, hardware/software, and network system protocols, Geographic Information System/application software and programming principles/languages.

- Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or technical discipline.
- CISSP for IT security and PBOK or PMP designation an asset.
- Knowledge of emerging IM&IT/cyber security trends, best practices and developments in common attacks, common web application vulnerabilities and best practices for remediation.
- Knowledge of privacy legislation and requirements, Ontario government IM&IT business and process requirements relevant to the operation of a Crown agency.
- Knowledge of communications systems and safety protocols in the use of 2 way radios, cells/new applications, connectivity through satellites/towers, GPS in vehicles, to provide advice and manage communications systems.
- Leadership knowledge and experience in managing staff and an understanding of relevant practices and principles in promoting a productive and effective team environment.
- Knowledge of the Occupational Health and Safety Act, regulations under the Act, other related legislation, standards and management practices that apply to the work supervised or controlled.

Skills and Abilities:

- Excellent oral communication and client service skills to liaise with staff, Board of Directors, forest industry, vendors/suppliers and the public.
- Strong written communication skills and the ability to develop and implement complex outsourced contracts and/or services.
- Good project planning and management skills to coordinate and organize work priorities, develop project plans/schedules and deliver projects within financial resources and timelines.
- Demonstrated competence in broad scale IM&IT frameworks, IT project management, IM program databases and delivery of comprehensive IT and communications services.
- Leadership of others to ensure delivery of complex objectives.

Analytical and problem solving skills:

- Reasoning, and problem solving skills to assess clients information/systems needs and lead development and information technology solutions which are cost effective and improve client program/service delivery.
- Strong time management skills to deal effectively with conflicting priorities, meet strict deadlines, fulfill obligations while remaining focussed in the face of multiple distractions.
- Advanced technical analysis and problem solving of complex issues including external system threats.

Interpersonal and Communication skills:

- Ability to work independently in accordance with policies, procedures and established guidelines, yet contribute to the efforts of the overall team to achieve desired results. Situations may require dealing with unexpected issues requiring skills to develop options and provide recommendations for the most appropriate action.
- Demonstrated tact, good judgement and discretion; strong social and professional networking skills that can work towards building effective teams within the organization.
- Judgement to advise on technical problems and offer solutions to overcome the problems through review and analysis.
- Demonstrated leadership and supervisory experience in developing and maintaining a constructive and productive team.

Organizational and project management skills:

- Organization, coordination, and project management skills to assist the IM&IT team, planning teams, audit teams and Board of Director initiatives in achieving the required outcomes. High degree of self-motivation, good judgement, adaptability, problem solving, reliability, organizational, attention to detail and conflict resolution skills.

Additional Information:

Location: Algonquin Forestry Authority
      222 Main St. W., Huntsville, Ontario P1H 1Y1
Position: **Supervisor of Information and Communication Technologies**
Compensation: $66,908 to $81,924 based on 36 ¼ hours per week (commensurate with experience)
Posted on: June 8, 2018
Closing date: June 22, 2018

How to apply:

- You must apply by e-mail
- Your cover letter and resume should not exceed five(5) pages
- Customize your letter and resume to the **qualifications** listed on the job ad. Use concrete examples, you must show how you have demonstrated the requirements for the job.
- Read the job description so you understand the job.

Interested candidates may apply in confidence via e-mail indicating "Information Management Supervisor " in the subject line to:

Jeff Leavey, General Manager
email: jeff.leavey@algonquinforestry.on.ca

We thank all candidates for their interest, however only those selected for an interview will be contacted.

The AFA is an equal opportunity employer. If you require a disability-related accommodation, contact the AFA General Manager at the address above. Provide specific contact information to contact you.