



PROJECT MANAGER – ICT REGULAR FULL TIME

The City of Coquitlam is the sixth largest city in B.C. with home to more than 141,000 residents. We are committed to carefully managing the City's future while continuing to deliver the highest level of service to the community through leadership, sustainability and innovation.

Our Information & Communications Technology (ICT) Division is looking for an enthusiastic, well-organized Project Manager to join their team. In this pivotal role, the ideal candidate will be responsible for successfully managing ICT projects through the full project management lifecycle including but not limited to research and planning, stakeholder engagement, budget control, risk management, change management, reporting and implementation. The ICT Project Manager will possess a high degree of political and business acumen while managing projects with varying degrees of risk, ensuring quality and project milestones are met and project delivery meets or exceeds organizational standards. As a key member of the ICT Management team, our candidate will work closely with telecom service providers, local businesses, developers, property owners, external contractors and all departments within the city towards achieving community and our City's interests.

The successful incumbent will have exceptional interpersonal and communication skills with a "natural" ability to develop and maintain effective working relationships as well as a solid ability to draft council reports, business correspondence and make presentations to senior leaders and stakeholder groups succinctly and effectively. The incumbent will also be highly organized with a proven ability to manage multiple projects or demands within a project involving several components including properly identifying stakeholder interests, budget constraints, competing organizational priorities and the ability to utilize appropriate project management tools and techniques. This position will play a variety of key roles for the City with the overall objective of ensuring that the City's vision, strategy, priorities, and objectives are understood, supported and advanced in an effective manner in conjunction with the advancement of assigned projects. Examples of key work activities include:

- Planning, managing and implementing large scale, complex projects involving internal departments, external agencies and contractors.
- Working with key stakeholders throughout projects to assist them in confirming their project needs, scope of work, budget estimates, funding and timing of work.
- Effectively communicate, liaise and manage the work of project teams inclusive of staff, consultants, contractors and external stakeholders as warranted.
- Coordinates project schedule and deliverables with internal departments and or external agencies.
- Oversees project implementation and makes changes to project plan as required.
- Identify and manage risks, issues and dependencies.
- Provide timely, clear and concise project status reports to the Service Managers and Stakeholders.
- Manages telecom related projects for QNet.
- Developing and implementing PMO processes and policies.

QUALIFICATIONS

The ideal candidate will have a Degree in Computer Science, Engineering or Telecommunications and 5-7 years of directly related experience preferably in a municipal/government telecommunications setting.

Prior working knowledge and experience in fibre optics, Project Management Professional (PMP) and/or Masters of Business Administration (MBA) and an advanced working knowledge of project management software would be considered an asset.

Please apply on-line at www.coquitlam.ca/jobs by 5:00 pm on September 24, 2017.

***The City of Coquitlam is an Equal Opportunity Employer
We thank all applicants for their interest; however, only those selected for an interview will be contacted.***