



## CARCROSS TAGISH FIRST NATION

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[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



**Job Title:** #23-087 - Information Technology Manager  
**Department:** Finance  
**Status:** Permanent – Full Time  
**Salary:** C/TFN Wage Scale Level 12-15 (\$44.32 - \$65.20/hr)  
**Closing Date:** May 6, 2024

### **CARCROSS/TAGISH FIRST NATION MISSION STATEMENT**

The Carcross/Tagish First Nation is mandated to protect the environment, health, education and aboriginal rights of our Citizens; to continue to preserve and protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

### **JOB SUMMARY**

Reporting to the Chief Financial Officer (or designate), the IT Manager will provide strategic guidance to C/TFN with regards to technology and IT infrastructure and enable major business processes through enhancements to IT and resolution of issues.

The IT Manager assumes leadership, responsibility, control and influence over the IT team ensuring that the team's work meets the specifications of the business requirements, technical performance, the selection and procurement, user training and feedback, and the schedule, as outlined in the department's goals and objectives.

### **DUTIES AND RESPONSIBILITIES**

- Analyze, design, develop, integrate and implement information systems business solutions, and provide advice on information systems strategy, policy, management, security and service delivery
- Operate, administer and maintain computer and telecommunications software, networks and information systems
- Experience supporting the delivery and implementation of complex projects, including projects where regular operations must be maintained throughout project implementation
- Experience building and maintaining effective and collaborative working relationships with stakeholders and partners
- Review diagnostics and assess the functionality, efficiency of systems and install and update company software and hardware and training for users
- Develop and update client documentation and internal procedures for incident management, maintenance and resolution
- Offer technical support to C/TFN employees, troubleshoot computer problems and provide timely resolution of service incidents.

- Monitor security certificates and company compliance of requirements and implement security measures
- Collaborate with vendors, contractors and suppliers to perform research and gather information about evolving products/technologies; discuss technical issues; investigate product specific problems; determine product compatibility and availability
- Provide Project Management for IT related projects and other initiatives
- Anticipate and report the cost of replacing or updating computer items
- Manage the complete life cycle management of desktop hardware, software, printer infrastructure and other IT related tools and services
- Investigate and prepare proposals into the budget planning process by recommending hardware and device acquisition, systems projects and capital expenditures
- Supervisor departmental staff, contractors, and students
- Provide account management, group security access and support for all devices and applications
- Following proper CTFN procedures; purchase systems and other IT related assets
- Develop and implement information systems development plans, policies and procedures
- Prepare status reports and keep CTFN up to date with latest requirements and tools
- Demonstrated ability to proactively manage changes in project scope, identify risks, and develop contingency plans where appropriate
- Work with CFO in the creation, implementation and management of the IT budget

**ESSENTIAL QUALIFICATIONS** (Include the month and year you started and ended a job when you list your work experience. This allows us to accurately calculate the length of time you were in the position.)

- Bachelor degree in Computer Science, Business Administration, Commerce or Engineering.
- Five years' experience in systems analysis, data administration, software engineering, network design or computer programming including supervisory experience
- Project Management certificate or demonstrated work flow in Project Management

### **DESIRED KNOWLEDGE, SKILLS & SUITABILITY**

- Knowledge of Carcross/Tagish First Nation history, culture, traditional territory, and demographics
- Strong ability to clearly communicate both oral and written through various mediums such as project status reports and presentations.
- Excellent ability to collaborate and engage multiple and diverse stakeholders using positive influence in working through projects.
- Ability to define project goals and work plans with timelines and deliverables to ensure the early integration of projects
- Strong change management, facilitation, negotiation and problem-solving skills.
- Ability to foster collaborative and effective working relationships.

### **CONDITIONS OF EMPLOYMENT**

- Verification of post-secondary education and Project Management
- Demonstrated 5 years' experience in systems analysis, data administration, software engineering, network design or computer programming including supervisory experience
- Criminal Reference Check
- Valid Class 5 Driver's License
- Current Driver's Abstract

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**We encourage all qualified candidates to apply however preference will be given to C/TFN Citizens, associate members and indigenous candidates.**

**We thank all those who apply and advise that only those selected for further consideration will be contacted.**

**Please Note:**

- No relocation costs are associated with the position.
- Job descriptions: <O:\HR\Job Descriptions\Finance\Finance\IT Manager - final.docx>

**PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING.  
APPLICATIONS/RESUMES MUST BE RECEIVED BY 4:00 PM ON THE CLOSING DATE.**

Apply to: [humanresources@CTFN.ca](mailto:humanresources@CTFN.ca)