

# Employment Opportunity

## IT Manager



### Questions may be directed to:

Dan Heney  
Regional Fire Chief  
780-826-4755

**APPLICATIONS CLOSE**  
**March 3, 2023 at**  
**12:00 pm**

**HOW TO APPLY**  
**Email is the preferred**  
**submission method; attach**  
**PDFs and send to:**  
[info@brfa.ca](mailto:info@brfa.ca)

Submissions may also be sent to:

IT Manager  
Bonnyville Regional Fire  
Authority  
PO Box 6827  
Bonnyville AB, T9N 2H3  
Fax: 780-826-1857

Bonnyville Regional Fire Authority thanks all applicants for their interest but advises that only those selected for an interview will be contacted.

**PLEASE NOTE:** All applicants must be legally entitled to live and work in Canada.

Reporting to the Regional Fire Chief the Information Technology Manager is responsible for developing and maintaining all IT infrastructures within the BRFA. They are the first line of support on all types of hardware and software in use within the organization. The IT Manager will assess the needs of the organization based on input from stakeholders and assist the leadership team with appropriate technology-based recommendations. In addition to duties associated with being a leadership position, the IT Manager will assist the Regional Fire Chief with standardization of technology platforms and information security practices. Responsibilities include:

- Maintains organizational effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Preserves assets by implementing disaster recovery and back-up procedures, information security and control structures.
- Monitoring daily performance of IT systems, including computers, programs, and networks.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems, evaluating trends, and anticipating requirements.
- Analyzing the IT Budget and maintaining cost-effectiveness.
- Staying up to date with new IT developments in the industry.
- Maintains quality service by establishing and enforcing organization standards.
- Available to respond to emergency troubleshooting
- The duties and responsibilities outlined above are representative, but not all-inclusive.

### Education and Experience:

- A university degree in a Computer Sciences or related field: Network Administration, Systems Administration, Information Security.
- A minimum of five years of relevant work experience, with a preference for experience in a municipal or emergency services setting.
- Enhanced security clearance and current driver's abstract will be required.

Further information is available at [www.brfa.ca](http://www.brfa.ca)