Elections Ontario

Field IT Coordinator

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto
Starting Salary:	$71,563 to $100,052 per year
Hours of Work:	36.25 per week
Posting Date:	July 25, 2024
Closing Date:	August 8, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Information Technology and Digital Solutions division is seeking a motivated and results-oriented individual to assist in managing the development, implementation and delivery of programs and projects that support the planning, preparation, and delivery of electoral and referenda events.

What to expect in this role

Reporting to and in collaboration with the Manager, Field IT, you will:

- Lead projects of varying size and complexity with focus on developing and implementing configuration management strategies and plans of computer technology for the field.

- Develop and coordinate project plans and priorities relating to technology from conception to completion, ensuring budget and timelines are achieved, identifying project risks, recommending mitigation strategies, and developing contingency plans.

- Monitor project team activity against plans and provide day-to-day guidance to support staff and assigned project teams.

- Coordinate inter-disciplinary teams comprised of colleagues, stakeholders, and service providers to coordinate configuration changes and deployments and ensure timelines and deliverables are met.

- Monitor and track document changes made to software and hardware configurations and liaise with IT configuration teams to ensure document changes are completed within project timelines.

- Identify and analyze configuration issues and propose appropriate resolutions.

- Conduct configuration audits to ensure configuration requirements are met and prepare reports for management review.

- Undertake research, compile information, and prepare reports on all aspects of electoral event activities and procedures relating to technology services to improve efficiency, accuracy, integrity and quality of programs/services.

- Build and maintain effective working relationships and partnerships with stakeholders/clients to identify needs, solicit input and obtain support and participation and to promote program/project objectives.

- Represents the division on committees, task forces and working groups.

- Provides day-to-day guidance to IT support staff and project teams.

- Performs other related activities as required. Keeps up to date on related skill development to use any new technologies or processes as required.

What you need to qualify

- Demonstrated knowledge of IT (e.g. waterfall and agile) project management methodologies, techniques, and tools to develop and implement project plans, budgets, and human resources.

- Demonstrated sound working knowledge of and experience applying network concepts including, TCP/IP, DNS, LAN/WAN concepts and a broad knowledge in Microsoft products (Windows Desktop and Server, Azure, M365 suite of applications, Microsoft Sharepoint, Exchange, etc.) or equivalent to provide day to day support of home/office computer systems, Field System Hardware and Software and related equipment, telecom/phone support, perform the imaging of Hardware and preparation of field offices inventory for deployment to the field.

- Demonstrated knowledge and experience applying installation techniques and methods for hardware and software, including operating systems, non-standard software and hardware and emerging technology to perform installation services and troubleshoot problems with computer hardware/software/peripherals and PDAs.

- Excellent research, analytical and problem-solving skills to plan, coordinate and lead projects and conduct business case evaluations.

- Strong organizational and communication skills to effectively lead project teams and meetings, prepare reports and documentation.

- Leadership skills to lead project team members and provide day-to-day guidance to support staff.

- Must be legally entitled to work in Canada.

  Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 4-5 days per week starting in the Fall of 2024, based on operational requirements.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume, quoting File **#EO-2024-94** in the subject line, to hr@elections.on.ca no later than **August 8, 2024.**

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.