



Provincial Job Description

TITLE:
**(273) Information Technology Project
Control Officer**

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the administration of various financial aspects and project controls in relation to information technology and telecommunications.

QUALIFICATIONS:

- ◆ Bachelor of Commerce degree with computer major

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Project management skills
- ◆ Communication and interpersonal skills
- ◆ Research and organizational skills
- ◆ Analytical and problem solving skills

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience to obtain knowledge of information systems and technology, project delivery and budgeting, procurement and leasing process.

KEY ACTIVITIES:

A. Procurement / Financial Management

- ◆ Assists in providing project management and audit services specifically related to the implementation of information technology solutions.
- ◆ Provides asset management services to the Information Technology Department.
- ◆ Performs duties in relation to license management of application and operating systems software.
- ◆ Provides budgeting, compliance and various reports.
- ◆ Establishes charge-back mechanisms, contract management and billings.
- ◆ Provides assistance in establishing total cost of ownership comparisons.

B. Asset Management

- ◆ Maintains records of all systems or parts leased / purchased for information technology / business units.
- ◆ Monitors and manages leases/lease renewals of regional systems.
- ◆ Maintains proper information for costing these assets to business units.

C. Quotations / Product Information

- ◆ Maintains up-to-date product information on information technology systems and ensures these systems are compatible with information technology requirements.
- ◆ Supplies quotations on systems and parts requirement to information technology and business units.
- ◆ Liaises between business units and suppliers of systems regarding repair or maintenance concerns.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005