



**The Corporation of the  
Township of Algonquin Highlands**  
requires a  
**Digital Transformation Coordinator**

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified individuals for the position of Digital Transformation Coordinator.

Reporting to the CAO, the Digital Transformation Coordinator oversees and provides leadership in the areas of information technology (IT) and corporate innovation.

**The preferred candidate will possess the following qualifications:**

- A university degree in Computer Science, Information Systems or a related field, or a related combination of education and relevant business experience.
- Minimum of five (5) years in the information technology or digital industry.
- Experience with electronic meeting management software is an asset.
- Experience with Geographic Information Systems (GIS) is an asset.
- Working knowledge of creating accessible documents is an asset.
- Excellent interpersonal, project/time management, organizational, analytical and communication skills.
- A high level of computer literacy and troubleshooting skills.
- Proficient in the Microsoft Office Suite.
- Proven analytical and problem-solving skills.
- Ability to apply critical thinking in developing and implementing digital projects.
- Ability to communicate processes clearly and effectively.
- Ability to work independently and in a team environment and provide leadership to team members.
- Exceptional written and verbal communication and presentation skills to provide information and report analysis to internal and external partners.
- Excellent time management and organizational skills with the ability to maintain focus within a fast-paced environment.

**Salary Range:** \$39.87 - \$44.88/hour (35 hours/week)

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

Algonquin Highlands offers a competitive salary, compressed workweek, excellent benefits package, Health and Wellness opportunities and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

We thank all applicants; however, only those selected for an interview will be contacted.

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. on Thursday, May 1, 2025** to:

Dawn Mugford-Guay, Human Resources Coordinator  
Township of Algonquin Highlands  
1123 North Shore Road  
Algonquin Highlands, ON K0M 1S0  
Email: [dmugfordguay@algonquinhighlands.ca](mailto:dmugfordguay@algonquinhighlands.ca)

Complete job description follows.



## **TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION**

**POSITION:** Digital Transformation Coordinator

**DEPARTMENT:** Administration

**LOCATION:** Algonquin Highlands Municipal Office

**REPORTS TO:** Chief Administrative Officer

### **PURPOSE**

Reporting to the CAO, the Digital Transformation Coordinator oversees and provides leadership in the areas of information technology (IT) and corporate innovation.

The Digital Transformation Coordinator provides Information Technology administration and support, conducts research, and provides overall support in collaboration with the County of Haliburton IT Department. This role is responsible for the collaborative development and implementation of corporate-wide, innovative digital transformation initiatives to support the achievement of strategic goals of the Township of Algonquin Highlands and the County of Haliburton's IT Digital Strategy while ensuring sustainable, effective and affordable information technology solutions.

### **RESPONSIBILITIES**

- Assists with, collaborates on, and champions implementation of all IT related projects.
- Provides continued and on-going support to staff for implemented software in collaboration with the County IT Department, where applicable.
- Acts as the on-site IT point person and coordinator for technology initiatives for the Township of Algonquin Highlands.
- Works in collaboration with the County IT Department and applicable working group(s) to execute the digital projects contained in the Digital Strategy.
- Manages full project lifecycle, including the implementation of multiple, concurrent technology projects.
- Coordinates and aligns plans and technology activities with local municipal and County partners.

- Assesses and makes recommendations for continuous IT business improvement and optimization.
- Coordinates, in collaboration with the County IT Department, all IT purchasing activities including Requests for Proposals (RFP's).
- Builds and maintains relationships with departmental staff to understand their needs and find digital solutions to improve citizen services and operations.
- Leads and/or liaises with Departments Heads on software implementation projects.
- Collaborates with all Township Departments to ensure effective readiness for innovation.
- Drives corporate change management including corporate-wide digital transformation.
- Measures the success of digital projects and learns from them to improve future initiatives.
- Works in collaboration with the County IT Department to develop and administer the Township's IT budget.
- Assists with IT administration of electronic meetings in conjunction with the County of Haliburton IT Department.
- Administers fuel software programs.
- Other duties as assigned.

## **HOURS OF WORK**

Normal hours of work are 8:00 a.m. – 5:00 p.m., on a compressed work-week schedule with a ½ hour unpaid lunch break or 8:30 a.m. to 4:30 p.m. on a regular Monday to Friday work-week schedule with a 1 hour unpaid lunch break. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year.

## **WORKING CONDITIONS**

Work is performed in a normal office environment. Incumbent has the ability to move freely to reduce fatigue. Frequently spends time reviewing documentation and working on a computer. Work activities involve the need to concentrate for intermediate durations at a time, with some tasks requiring close attention.

## **EDUCATION**

- A university degree in Computer Science, Information Systems or a related field, or a related combination of education and relevant business experience.

## **KNOWLEDGE AND SKILL**

- Minimum of five (5) years in the information technology or digital industry.
- Experience with electronic meeting management software is an asset.
- Experience with Geographic Information Systems (GIS) is an asset.
- Working knowledge of creating accessible documents is an asset.
- Excellent interpersonal, project/time management, organizational, analytical and communication skills.

- A high level of computer literacy and troubleshooting skills.
- Proficient in the Microsoft Office Suite.
- Proven analytical and problem-solving skills.
- Ability to apply critical thinking in developing and implementing digital projects.
- Ability to communicate processes clearly and effectively.
- Ability to work independently and in a team environment and provide leadership to team members.
- Exceptional written and verbal communication and presentation skills to provide information and report analysis to internal and external partners.
- Excellent time management and organizational skills with the ability to maintain focus within a fast-paced environment.

### **IMPACT OR ERROR**

- Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Corporation.