



MUNICIPAL MATTERS

March 9th, 2023

Council and Committee of the Whole Meetings

The next regularly scheduled meeting following the Christmas break will be on **Tuesday, March 21st, 2023**. Please see the Town's website at www.carletonplace.ca for start time and associated documents.

St. Patrick's Day Family Sing & Dance Show with Derek McKinley!

Join the Carleton Place Recreation & Culture Department on Friday, March 17th at 11:00 a.m. in the upper hall of the Carleton Place Arena (75 Neelin Street) for an hour of singing and dancing with Derek McKinley!

Wear your favourite green attire and sing and dance with us!

Admission for parents is \$5.00 at the door and children are free!

For more information, visit the [Carleton Place Recreation and Culture Facebook page](#)

Carleton Place Spring Fling Craft Show

The Carleton Place Recreation & Culture Department is pleased to present the 2023 Spring Fling Craft Show at the Carleton Place Arena!

Put a spring in your step and visit the Carleton Place Arena on April 15th from 10:00 a.m. to 2:00 p.m. Browse local vendors and artisans carrying an assortment of décor, fashion, and treats! This one-day event is in

support of the Carleton Place Canada Day Festivities. Interested vendors are encouraged to contact Jessica Hansen: 613-257-1704 / jhansen@carletonplace.ca for more information on how to register.

For more information on the event, visit www.carletonplace.ca, or search "Carleton Place Spring Fling Craft Show" on Facebook.

TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is currently accepting resumes for the position of **Information Technology Coordinator/Data Analyst** on a permanent full-time basis.

Summary: Under the direction of the Treasurer this role will focus on the coordination of IT activities between the business units, vendors, and service providers. Through collaboration with municipal

staff, the position will be responsible for understanding business requirements and coordinating business solutions improvements and integration to meet these requirements. The role will also develop and manage projects to implement business solutions improvements, integrations, infrastructure, and information security and will be responsible for managing IT vendor relationships.

While the role will report directly to the Treasurer it will also report indirectly to the IT Steering Committee, taking overall direction from this committee and reporting to it frequently on IT initiatives and the IT program in general.

Qualifications/Experience:

1. Post-Secondary Education – Computer Science or Business Degree
2. Project Management certification such as PMP or CAPM (desirable)
3. Recognized Solutions Analyst certification such as Associate Computing Professional (ACP)
4. 5 years' experience in an IT organization as a Business Analyst or similar role
5. 2 – 3 years' experience in a supervisory or leadership capacity
6. Possesses and maintains a valid Ontario Class G Driver's Licence
7. Criminal Reference Check (valid to 6 months of employment).

This position is scheduled to work 7.25 hours per day, 36.25 hours per week but requires the availability to work outside of scheduled work hours to perform standby, overtime and/or emergency response duties.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2023 rate of pay is \$39.06 - \$49.75 per hour with a comprehensive benefit package, 100% employer paid, plus a pension plan with matching employer contribution.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than **1:00 P.M. on Wednesday, March 15, 2023**, quoting "IT Coordinator/Data Analyst" by email at hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.