



# *Provincial Job Description*

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

**PAY BAND:**  
**15**

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**FOR FACILITY USE:**

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**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:*

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*SGEU:*

*SAHO:*

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