



## Manager, IT Asset Management

**Contract, full-time opportunity (from September 2022 to August 2023)**

Through its “Ignite Learning” campaign, the Durham District School Board (DDSB) has outlined its strategic priorities, which include Success, Well-Being, Leadership, Equity, Engagement and Innovation. This is an exciting opportunity for the Manager, IT Asset Management, to contribute meaningfully to these priorities.

Leveraging your experience in contract management or purchasing and procurement, you will be accountable for the whole IT Asset Management practice and encompassing processes and activities. This will include the daily and long-term strategic management of software and technology-related hardware within the organization, and the planning, monitoring and recording of software licences and/or hardware assets to ensure compliance with vendor contracts. As **Manager, IT Asset Management**, you will also assist in forming procurement strategies to optimize technology spend across the organization, as well as develop and implement procedures for tracking Board IT assets to oversee quality control throughout their lifecycles.

Both strategically minded and tactically savvy, you will develop and evolve the IT Asset Management strategy for the Board, establish and monitor practices and procedures to support said strategy, manage the acquisition, deployment and full lifecycle of IT assets, and identify opportunities for optimization of IT assets, resources and capabilities. You will also ensure the timely resolution of help tickets and service requests, and service standards to meet end-user needs.

Collaborative in approach, you will participate in Change Advisory Board meetings, evaluating changes for impact to the team and end users, ensure ongoing collaboration between the Asset Management division and the larger IT Services team, and work with the Purchasing Department to meet privacy and information management requirements. We will count on you to research, recommend and implement a Configuration Management System, developing a path for better accuracy and visibility on IT assets through automation, data integration, and dashboards, and to engage with current and potential vendors to keep current with the latest trends and service offerings.

### Qualifications

Your profile as a qualified **Manager of IT Asset Management** will include:

- Completion of an undergraduate university degree in a related discipline plus a recognized certification in asset management.
- 10 years' direct work experience in a contract management or purchasing and procurement capacity, including all aspects of strategy development and execution.
- 5 years' managerial and staff leadership experience.
- 3 years' experience in the development and implementation of major asset management systems and processes such as a CMDB.
- Knowledge of legislation applicable to public school boards, and privacy.
- Solid working knowledge of software licensing agreements for the following vendors: Microsoft, Fortinet, and Lenovo.
- Strong familiarity and technical competence with asset management software and/or inventory-tracking systems, such as ServiceNow.
- Solid working knowledge of current IT technologies, across a wide variety of areas, including end-user devices, networking, server and storage infrastructure, and local and cloud software.
- Strong knowledge of contract regulations and laws, including OECM, MGCS, and Ontario Public Sector laws and regulations.
- General knowledge of accounting, finance, marketing, and logistics.
- Solid knowledge of process management.
- Strong verbal and written communication skills.

- Current ITIL certification.

**Salary Range:** \$108,337 - \$126,754 per annum

The **Durham District School Board (DDSB)** is responsible for public education in the rural settings of Uxbridge, Brock and Scugog Townships and the urban settings of Ajax, Whitby, Pickering and Oshawa. The DDSB accommodates a school population of nearly 74,000 day students, through 134 elementary and secondary schools and learning centres, and thousands more who take advantage of a wide variety of continuing education and adult credit courses.

The DDSB recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The DDSB is committed to learning and working environments that centre human rights and equity and that are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination, oppression, harassment and harm.

To apply online for **Posting #3292599**, by **4:30 p.m., Friday, August 5<sup>th</sup>, 2022**, please go to [ddsb.ca](https://www.ddsb.ca) and submit your application under the section Careers – Educational Services.

**Upon Hire:**

***You must provide the Human Resources department with a current obtained or applied for (within six months of your start date) Criminal Background Check, including vulnerable sector screening.***

***The DDSB is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our region. We encourage submissions from candidates who represent the various dimensions of diversity. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.***

***Thank you for your interest in DDSB. While we appreciate your application, only candidates to be interviewed will be contacted.***