

## PROJECT MANAGER - ERP (TERM)

The City of Camrose is seeking an experienced Project Manager to oversee the implementation of a new Enterprise Resource Planning (ERP) System over a two-year term. The City of Camrose is currently utilizing the Serenic platform provided by Sylogist for their ERP System (primarily financial processes and some human resource processes). The City of Camrose has issued a Request for Proposal (RFP) due February 23, 2024 and plan to have determined the successful vendor(s) by June, 2024.

As the Project Manager for the ERP System Replacement Project, you will be responsible for planning, executing, and finalizing the project within established timelines and budget constraints. You will work closely with cross-functional teams, including Finance, IT, HR, Operations and key stakeholders, to ensure a smooth transition from the current ERP system to the new platform. This position reports to the General Manager of Financial Services.

### FUNCTIONS/DUTIES (but not limited to):

- Provide full cycle project and change management responsibilities, including Initiation, Planning, Execution, Monitoring and Control, and Completion.
- Conduct initial review of governance structure, project charter, RFP and provide recommendations for improvement.
- Develop organizational change management plan and risk management strategy.
- Prepare stakeholders, determine resourcing requirements and provide direction to project participants.
- Monitor change management plan, track progress and ensure adherence to the plan.
- Review project deliverables, obtain final approvals and document learnings.
- All other relevant duties as assigned.

### QUALIFICATIONS:

- Post-secondary education in Computer Science, Engineering, Finance or related field.
- Project Management Professional (PMP) certification.
- Proven experience (preferably over 5 years) in project management, particularly in financial system replacements or ERP implementations.
- Previous experience with municipal ERP replacements is considered an asset.
- Strong understanding of financial and human resource systems, processes, and best practices.
- Excellent communication, leadership, and interpersonal skills.
- Ability to adapt to changing priorities and work effectively in a dynamic environment.

**TERM:** This is a two-year term position, with an anticipated end date in March 2026.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. Due to the scope of the work, the City is looking for a majority of the work to be performed on location at the City of Camrose.

**SALARY & BENEFITS:** The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

**APPLICATIONS:** Qualified applicants are encouraged to submit a cover letter and current resume via e-mail or to the address below. The competition will remain open until the successful candidate has been found. Interviews will be conducted throughout the process. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

### CONTACT:

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