



**EMPLOYMENT OPPORTUNITY
SADDLE HILLS COUNTY
PERMANENT FULL TIME**

**IT COORDINATOR
SYSTEMS SUPPORT SPECIALIST
(OUT OF SCOPE)**

POSITION SUMMARY:

The IT Coordinator – Systems Support Specialist works closely with the IT Coordinator – Technical Services Specialist to provide network administration and systems management services for the County, including computer support to all departments in the areas of software and hardware and multi-facility connectivity management.

QUALIFICATIONS:

1. Completion of Grade 12 diploma.
2. Two years of college level coursework in computer science, information technology or a related field; and
3. Two years of general computer installation, maintenance and repair experience.
4. Combinations of experience and education sufficient to successfully perform the essential duties of the responsibilities described above may be considered.
5. Knowledge of Microsoft server software (Enterprise, SQL, Exchange), computer and wireless networks, TCP/IP, backups and security including firewalls.
6. Apple mobile device proficiency and knowledge of ESRI products will be an asset.
7. Proficient computer skills in Microsoft Office, internet use, e-mail use and database management.
8. Ability to efficiently diagnose and resolve issues and problems related to hardware and software.
9. Ability to prioritize and manage work tasks and to achieve results within acceptable timeframes.
10. Excellent written and oral communication skills, including the ability to communicate with non-technical users to troubleshoot and resolve technical problems.
11. Ability to multi-task and retain detailed information while alternating between a variety of projects at the same time.
12. Must be self-motivated and be able to work with minimal supervision and under pressure.
13. Ability to provide a satisfactory Criminal Records check and Class 5 Driver's License abstract.

This position reports to the Director of Planning & Information Systems. We offer a competitive salary and an excellent Group Benefits Package. The above statements are intended to describe the general nature of the position and not a complete job description of all responsibilities and activities required for this position.

Applications will be accepted until a suitable candidate is found. Saddle Hills County would like to thank all those interested in the position. Only those considered for an interview will be contacted. Please send resumes clearly marked "Personal & Confidential" to:

"IT Coordinator – Systems Support Specialist"

HR Coordinator

Saddle Hills County

R.R. #1

Spirit River, AB T0H 3G0

E-mail to: careers@saddlehills.ab.ca

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