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## EMPLOYMENT OPPORTUNITY

We are seeking a highly motivated individual to join our safety-oriented team in the role of:

<b>Position:</b>	<b>INFORMATION TECHNOLOGIST</b>
<b>Department:</b>	Administration
<b>Closing Date:</b>	<b>February 8, 2019 or until suitable candidate found</b>

*In east central Alberta at the Alberta-Saskatchewan border you will find the County of Vermilion River, which is home to 8,267 residents, 7 hamlets, 4 villages and 1 town. The many features, amenities and opportunities in our municipality make it "A sustainable, vibrant and diversified community with opportunities for all". Our municipal operations are based out of Kitscoty, AB – in the heart of a prosperous agricultural region and thriving energy industry built on an innovative entrepreneurial spirit. Our community offers many opportunities to be active and engage in a community-based lifestyle. Located on the Yellowhead Highway, access to larger urban centers including Lloydminster (20 minutes), Edmonton (2 hours) and Saskatoon (2.5 hours) is efficient and convenient.*

**The Information Technologist** is to provide Information Technology support and services for the County of Vermilion River. The position is responsible for overseeing the Information Systems within the municipality including, but not limited to networks, servers, computers, internet, intranet, phone systems, operating software, integration of add-on systems and programs, GIS data, system security, user access, database management, inventory, technology analysis, user level IT support, maintenance and troubleshooting. This is a full time (37.5 + hours/week) permanent position with responsibilities that will include:

### Information Systems and Technology

- Oversee the Information Systems within the Municipality and its services including networks, servers, computers, internet, phone system, and software such as (Work Tech, Financial Software, REACH, Tangible Capital Asset program, SCADA, Microsoft, Windows etc.)
- Assist and work with outsourced IT Service Provider as required
- Ensure user access, password security processes, virus detection etc are up to date and in place
- Perform database maintenance, implement and maintain security, manage backups as needed
- Maintain inventory of hardware, software, license administration
- Responsible to establish plans for troubleshooting, installation, upgrading, replacement, and repair hardware/software to create minimal disruptions in operations
- Develop necessary standards, policies and procedures for computer and technology
- Provide user level IT support across all departments
- Provide input and analysis for the purchasing and ongoing maintenance of Office equipment – computers, laptops, tablets, cell phones etc
- Provide high level analysis and recommendations as they pertain to all IT aspects of operations and assist with special projects as needed

## Administration

- Liaise with internal departments, other governments or agencies, taxpayers, auditors, businesses, financial institutions on IT matters
- Support the development, maintenance and implementation of an Information Technology Strategic Plan
- Evaluate innovative technologies and determine how these can help operations

## QUALIFICATIONS

### Education

Minimum: Diploma in an Information Technology Program or a related field from a post-secondary institution.

Preferred: University degree in Computer Sciences or Information Technology related discipline.

### Experience

Minimum: 3 years related experience in Information Technology, Systems Administration

Preferred: 5 or more years of senior Information Technology experience, preferably within Municipal Government.

### Skills

- Highly proficient in Microsoft Office, Internet use, email etc
- Highly skilled in network administration and database management
- Impeccable attention to detail, high level of accuracy, project and time management, organization skills with a high degree of integrity and professionalism
- Technical report writing skills
- Effective business communication skills including written, verbal, and interpersonal; analytical, problem solving, and decision-making skills.
- The ability to communicate technical concepts to both technical and non-technical personnel
- Facilitation, training, presentation, and coaching skills
- Work effectively in a team environment

A competitive salary and comprehensive municipal benefits package is available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

Applications clearly marked:

**"CONFIDENTIAL – IT Technologist"** can be submitted to:

**Attention: Kathy Jeffrey, Human Resources Manager**

**County of Vermilion River**

**4912 – 50 Avenue, Box 69**

**Kitscoty, AB T0B 2P0**

Email: [hr@county24.com](mailto:hr@county24.com)

Fax: 780.846.2716

## **DEADLINE TO APPLY: FEBRUARY 8, 2019**

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.