



**FULL-TIME POSITION**  
**Information Services**  
**Technologist**  
**Internal/External**

Vulcan County invites applications from energetic, experienced, and detail-oriented individuals for the full-time position as an **Information Services Technologist** to commence in the fourth quarter of 2025. As the Information Services Technologist, you will assist the Information Services Manager and Information Services Senior Technologist with a variety of tasks and projects to fulfill the I.T. needs of the County and the region's municipalities and other business entities who contract I.T support from the County, including website maintenance/support, diagnosing and replace hardware/software, and other I.T related support.

This position is required to report to the County Administrative Building (102 Center Street, Vulcan, Alberta) between the hours of 8:00am and 4:30pm, Monday to Friday, for a total of 37.5 hours/week.

The ideal candidate should have:

- A Technical Diploma in a Computer Technology discipline. Equivalent or better combinations of education and experience will be considered.
- Training and/or experience with the following:
  - Current A+, Network +, Security +, CCNA or MCP designations
  - Microsoft Office Suites 2021, 2024 and M365 Suite
  - Microsoft Windows 10 and 11 operating systems
  - Microsoft Server 2019, 2022 and 2025
  - Microsoft Active Directory and Azure Administration
  - Website content updates and administration
  - Diamond/Great Plains Financial Software

The hourly remuneration range is from \$35.12 to \$44.43. Vulcan County is also a member of the Local Authorities Pension Plan (LAPP) and offers full comprehensive health benefits. A detailed job profile including specific job duties and qualifications are attached to this posting.

Interested candidates are invited to submit in confidence a **cover letter and resume** to the County via email to:

Murray Anhorn  
Manager of Information Services  
Vulcan County  
Email: [support@vulcancounty.ab.ca](mailto:support@vulcancounty.ab.ca)

The position is open until filled; however, for full consideration, please apply by 12:00pm (noon) on Monday, October 13<sup>th</sup>, 2025. We thank all applicants, however only those selected for an interview will be contacted.



## **Job Description Information Services Technologist**

SUPERVISOR: Information Services Manager

Approved: September 25, 2025

### **1. Purpose of Position**

- 1.1 The Information Services Technologist is responsible for assisting the Information Services Manager and Information Services Senior Technologist with a variety of tasks and projects to fulfill the I.T. needs of the region's municipalities and other business entities who contract I.T. support from the County and the needs of the County.

### **2. Organization Structure**

This position:

- 2.1 Reports to the Vulcan County's Information Services Manager and liaises with appropriate staff from the contracted municipalities and business entities.
- 2.2 Receives direction from the Information Services Senior Technologist on specific job duties relating to the services provided to all the municipalities and business entities who contract I.T. support from the County.
- 2.3 This position is a full-time position based on 37.5 hours per week.

### **3. Program Responsibilities**

This position (*not listed by priority*):

- 3.1 Provides technical support and website maintenance/support to all the municipalities and business entities who contract I.T. support from the County;
- 3.2 Assist with the contract municipalities', business entities and County's help desk activities and escalate issues to the Information Services Manager, as required;
- 3.3 Diagnose and repair hardware and software including, but not limited to, printers, PC's, laptops, smart devices, servers and network equipment;
- 3.4 Completes the configuration and installation of various hardware and software;
- 3.5 Monitor and maintain the contract municipalities', other contract business entities and the County's inventory of hardware and software, through effective documentation and record keeping practices;
- 3.6 Assist the Information Services Manager with other projects as assigned;
- 3.7 In the event of a municipal emergency or the declaration of a state of emergency this position shall be considered as a resource which may be called upon by the Director of Emergency Management (DEM);
- 3.8 All employees are expected to follow all current policies and bylaws as set by Vulcan

County Council; it is the responsibility of the Employee to ensure they have knowledge of the policies and bylaws of Vulcan County;

3.9 All employees are expected to participate and follow all Safety Program initiatives;

4.0 Accepts *special duties* and other tasks as assigned.\*

*\* Each incumbent may have special skills and talents. Any **Special Duties** shall be detailed at the end of this document.*

#### **4. GENERAL QUALIFICATIONS**

The candidate should have:

4.1 A Technical Diploma in a Computer Technology discipline, with one year of related experience. Equivalent or better combinations of education and experience will be considered.

4.2 Training and/or experience with the following are considered assets:

- Current A+, Network +, Security +, CCNA or MCP designations
- Microsoft Office Suites 2021, 2024 and M365 Suite
- Microsoft Windows 10 and 11 operating systems
- Microsoft Server 2019, 2022 and 2025
- Microsoft Active Directory and Azure Administration
- Website content updates and administration
- Diamond/Great Plains Financial Software

#### **5. REQUIRED QUALIFICATIONS:**

The incumbent must have:

5.1 Excellent planning and organizing skills;

5.2 Strong written and verbal communication skills;

5.3 Advanced technical problem solving capabilities;

5.4 Advanced data entry skills with particular attention to details;

5.6 This position requires travel for, and on behalf of, Vulcan County and the contract municipalities and other business entities, and a valid driver's license with no more than seven (7) demerits is a requirement for the position. The incumbent must have a VALID Alberta Driver's License or be able to transfer their current valid driver's license for an Alberta Driver's License within three (3) months of employment;

5.7 This position is a position of trust and must be bondable.

#### **6. SPECIAL DUTIES**

6.1 \_\_\_\_\_

**APPROVAL**



Chief Administrative Officer

September 25, 2025

Date