



PRACTICUM /FULL-TIME
Information Services
Junior Technologist
Internal/External

Vulcan County invites applications from energetic, experienced, and detail-oriented individuals for the practicum position as an **Information Services Junior Technologist** to commence in the second quarter of 2023. As the Information Services Junior Technologist, you will assist 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 will:

- A Technical Diploma, and/or completing, in a Computer Technology discipline. Equivalent or better combinations of education and experience will be considered.
- Training and/or experience with the following:
 - Microsoft Office Suites 2019, 2021 and M365 Suite
 - • Microsoft Windows 10 and 11 operating systems
 - • Microsoft Server 2016, 2019, and 2022
 - • Microsoft Active Directory and Azure Administration
 - • Website content updates and administration
 - • Current A+, Network +, Security +, CCNA or MCP designations
 - • Diamond/Great Plains Financial Software

The job posting is designed for a practicum position candidate that has completed the educational component of their diploma but still requires to complete their practicum component. The County may also consider providing directly as a full-time position if considered appropriate.

The **practicum position hourly remuneration range is from \$30.26 to \$31.47**, and if appropriate the practicum position can lead into a full-time position. The full-time position hourly remuneration range is from \$32.73 to \$41.42. 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

The position is open until filled; however, for full consideration, please apply by 12:00pm (noon) on Wednesday, May 31st, 2023. We thank all applicants, however only those selected for an interview will be contacted.



Job Description
Information Services Junior Technologist

SUPERVISOR: Information Services Manager

Approved: April 25, 2023

1. Purpose of Position

- 1.1 The Information Services Junior 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 County and the region's municipalities and other business entities who contract I.T. support from 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 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 County departments and the municipalities and business entities who contract I.T. support from the County;
- 3.2 Assist with the County's, contract municipalities' and business entities 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 County's, contract municipalities' and other contract business entities 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:
- Microsoft Office Suites 2019, 2021 and M365 Suite
 - Microsoft Windows 10 and 11 operating systems
 - Microsoft Server 2016, 2019, and 2022
 - Microsoft Active Directory and Azure Administration
 - Website content updates and administration
 - Current A+, Network +, Security +, CCNA or MCP designations
 - 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 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

April 25, 2023

Date