

Employment Opportunity IT/Communications Support



Starland County is seeking a highly motivated individual to join our team as our IT/Communications Support person. The applicant should have basic entry level IT desktop support skills where they can assist with managing our IP network, Windows 10/11 desktops and software including MS Office, troubleshooting basic Printing/Copier issues and to manage warranties and 3rd party maintenance contracts. The applicant will ideally be familiar with managing Google Workplace environments and can assist staff accordingly. The applicant will also be required to manage IT inventory records and make purchase recommendations and assist in managing our document management system. The applicant will also perform regular audits to ensure cloud system backups are functioning properly and that users are following best practices. Knowledge of conference room technologies such as projectors, cameras and sound systems would be considered an asset so assistance can be provided to administrative staff. Experience hosting Zoom meetings will also be an asset.

The applicant should also have experience and/or training creating professional documentation layouts and working with corporate brands so they can help create consistent and professional documentation both in print and through social media. The applicant ideally would have training in the arts and be familiar with graphic design. As the applicant will be managing the County newsletter and social media platforms, strong/creative writing skills will also be an asset. The successful candidate must have effective communication, attention to detail and respect all confidentiality requirements.

KEY DUTIES & RESPONSIBILITIES:

- ✓ Maintain computers, phone, and network hardware and/or service contracts
- ✓ Maintain, update, troubleshoot & provide support for software applications
- ✓ Offer assistance and support to users with our hardware and software
- ✓ Perform regular audits to ensure backup systems are functioning and safe IT practices are in place
- ✓ Coordinate 3rd party technical assistance when required
- ✓ Maintain confidentiality policies and procedures
- ✓ Manage County Newsletter, Web content and Social Media Platforms
- ✓ Manage consistent corporate branding and professionalism in corporate documentation across various mediums
- ✓ Acquire or create quality documentation and content to assist in strategic planning
- ✓ Work to understand municipal processes and assist in improving communications of those processes and services offered
- ✓ Be willing to learn and update skills as technology requires

The applicant must already be able to work in Canada. This full-time permanent position will normally work Monday to Friday from 8:00 a.m. - 4:00 p.m. although there may be occasional work outside those hours. Work will be at our Morrin office location. The successful candidate will be required to provide a criminal record check and must be bondable. A competitive salary and excellent benefits package are available. Due to the hands-on nature of offering IT support to staff, this position is for on-site work only.

If this opportunity is of interest to you, please forward your cover letter and resume to the address below. This position will remain open until a suitable candidate is found. For additional information about the job description or our municipality, please see our website at www.starlandcounty.com. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Starland County
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Attention: Human Resources Coordinator
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