



Employment Opportunity

Technology Specialist

Non-Union Internal / External Job Posting

The Municipality of the County of Richmond is currently accepting applications for the position of **Technology Specialist**.

Position Summary

Reporting directly to the CAO the Technology Specialist's role is to ensure the security and streamlined operation of IT infrastructure and services in alignment with the organization's strategic objectives. This individual will provide leadership in business service delivery and will plan, coordinate, direct and deliver IT support throughout the organization.

Core Expectations

Monitor and report on security and performance and general condition or state of the hardware and software components of the County's computer network
Fulfilling service requests, troubleshooting and maintenance of all servers, desktops, laptops, tablets and smart phones as well as PA and AV systems in Council Chambers and other municipal facilities
Full asset management and cataloguing of IT assets within the organization
Proper Life-cycle planning and budgeting to align to our security needs and end user functionality
Proactive forecasting of future IT needs for the organization or emerging best practices or development in this field.
Maintain and manage a Helpdesk support service
Provide coaching, advice and training, as required for software and hardware upgrades
Communicate with vendors to escalate hardware/software issues
Inform management on technology and solutions to facilitate business improvement processes

Qualifications

The ideal candidate will have:
Secondary school graduation with further training in computer-related topics
Ability to train users in the use of hardware and in software applications
Knowledge of Office 365
Knowledge of computer communications systems
Working knowledge of Windows 7/10/11, MS Office, Linux, Internet Browsers, Firewalling, and networking.
Understanding of several of the following areas: networking (LAN, WAN, WLAN, VLAN, wireless, Remote Access technologies and other network solutions).

Preferred Qualifications

Minimum of five years working in a similar role
A+ Certification
Working knowledge of Microsoft Dynamics GP, including Diamond platform through Central Square
Certification in the following would be considered an asset: Security, Microsoft, Linux, VMWare, Cisco
Experience within a municipal government environment
Effective facilitation, communication, interpersonal, and team building skills
Creative thinking and problem-solving ability



Terms and Conditions of Employment

County Administration operates Monday to Friday 08:30 am to 4:30 pm. This position will include occasional evening and weekend shifts as required.

Regular hours of work for the position are 35 hours per week.

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Earliest start date August 14, 2023. This position is not included in our Collective Agreement

Interested candidates should forward their resume by 4:00 PM, Thursday, July 27th, 2023 to:

The Municipality of the County of Richmond
Attn: Shelley David, Municipal Clerk
2357 Highway 206 Arichat, NS B0E 1A0
Email: clerk@richmondcounty.ca

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Municipality of the County of Richmond welcomes applications from Indigenous People, African Nova Scotians and other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly.