



I.T. Assistant

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time (35 hours per week) I.T. Assistant. Clearview Township currently only has in-person work located in Stayner, Ontario.

Key Accountabilities

Reporting to the I.T. Coordinator, the I.T. Assistant is responsible for assisting with the maintenance of the I.T infrastructure and telecommunications of the municipality. As well, assist in the maintenance of the corporate networks, servers, workstations, digital signage, and security systems. In addition, the I.T. Assistant will providing technical support, training and troubleshooting for staff and systems.

The preferred candidate will possess working knowledge of Microsoft office and Microsoft Windows functions including experience with Microsoft Windows Server administration, routers, wireless configuration, printer configuration.

Skills and Experience

- Recognized degree/diploma in computer science or suitable alternative
- 3 to 5 years' experience in a related position
- Experience with operating systems, PC hardware, software.
- Excellent computer skills in Microsoft Office and Microsoft Windows
- Attention to detail, a high level of accuracy and organizational skills
- Excellent written communication skills to prepare e-mails/correspondence
- Possess progressive attitude for innovation and continuous improvement within the Finance department
- Excellent interpersonal and customer service skills
- Ability to lift and move up to 25 pounds
- Ability to respond to support requests outside of normal working hours where needed
- Valid Ontario Class 'G' driver's license in good standing

Salary:

Salary range offered for this position is \$55,563 to \$68,211 plus a competitive benefits package including matched OMERS contributions and Extended Healthcare through Sun Life.

Note: The preferred candidate must be willing to provide consent for the Township to conduct a background and vulnerable sector check prior to finalizing an employment offer.

Interested candidates are invited to forward their resume and covering letter quoting **job # 2024-030** to Human Resources **by August 1, 2024** to: hr@clearview.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.

Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Please visit: www.clearview.ca