



## Position Description Information Systems Coordinator

### Position Responsibilities

The Information Systems (IS) Coordinator, under the direction of the CAO and /or designate, is responsible for assisting in the provision of an effective and reliable information system environment for the MD staff which includes appropriate functionality and communication for facilitating efficient municipal services for constituents.

The IS Coordinator uses formal project management to ensure the deployment, user support, trouble shooting, maintenance, security applications and safe operation of the MD's information systems at all facilities, including servers, workstations, communication devices, software licensing and municipal data.

Additionally, the IS Coordinator is responsible for evaluation, recommendation, planning and implementation of information systems for municipal operations while working with contract service teams to ensure needs are met.

### Specific Accountabilities

#### *Systems Administration*

- Assist in the management of all information technology equipment and network to provide an efficient and reliable operation at a reasonable cost.
- Assist in the Implementation and support a variety of network services including Microsoft Exchange, Microsoft SQL Server, Microsoft Dynamics, Windows SharePoint Services.
- Assist in the implementation of network security at corporate level – including planning, implementing and testing business continuity and disaster recovery.
- Provide trouble shooting and assisting in after hours work is often required for regularly scheduled computer system maintenance, upgrades and repair.

#### *Communications and Resource Centre*

- Plan, implement and manage all technology related to communication, e-mail, telephony, smart devices, portable workstations, remote access to resources, intranet and public web site.
- Assist in the maintenance of the MD124 information technology resource center to be used by team leaders, office staff, workers and Council. The resource center will contain hardware, software, courseware, and a shared workspace conducive to communication, collaboration and business data flow.

#### *Help and Train People*

- Manage and trouble shoot activities including helping staff to resolve issues in a timely fashion, escalating and tracking, as necessary.
- Develop and train MD124 staff and Councilors in the proper use of the supplied technology to complete their various job functions and responsibilities. This includes one-on-one, just-in-time training and facilitating more formal in-services and group training sessions.

#### *Financial Accountabilities*

- Assist in the Preparation, manage and work within the MD124 EDP budget and technology lifecycle plan to ensure adequate support of the MD's information technology requirements.



## Lesser Slave River

- Manage a detailed inventory and account of existing assets at all locations and manage assets throughout their entire lifecycle.
- Apply for government grants related to implementation of technology and be aware of collaboration opportunities with other municipalities.

### *Hardware, Software, and Licensing Acquisition*

- Research, develop and implement projects for the acquisition and maintenance of hardware, software, licensing and hosted services.
- Assist in the acquisition and accommodation of the needs of each department and location in the MD124 and should take into consideration current use and availability of equipment to determine the most efficient use of technologies.

### **Education and Certifications**

- Post secondary education in Information Systems/Information Technology – *Required*
- Has or can obtain certification for Microsoft MCP, MOS, MCSE, MCSA – *Required*
- Has or can obtain certification for CompTia A+, Network+, Security+ – *Preferred*
- Valid Alberta Class 5 Driver's License – *Required*

### **Abilities and Experience**

- Minimum 5 years' experience in a senior leadership role – *Required*
- Experience leading in an organization that is run by a board of directors or body of elected officials – *asset*
- Proven project management experience and expertise – *Required*
- Proficiency with computers and Microsoft Office programs, with the ability to independently create and edit a variety of documents and spreadsheets – *Required*
- Experience working with the Alberta Municipal Government Act (MGA), environmental legislation and other related legislation – *Asset*
- Experience working with the complete process for the acquisition of land and physical product through to financing, planning, architecture & engineering, infrastructure and construction – *Asset*
- Superior social, communication, and relationship management skills – *Required*
- Ability to work well under pressure, individually and as part of a team – *Required*

**Salary range between \$37.44 - \$49.27 per hour depending on experience.**

Please send Resume to [Recruitment@mdlsr.ca](mailto:Recruitment@mdlsr.ca) referencing "ITSC-112024" in the Subject field.

Please note that only qualified applicants will be invited to interview.

All applicants must be eligible to work in Canada.