



IT ASSISTANT

12-Month Term

Join our Team and Make a Difference!

Are you a service-focused IT professional who enjoys solving problems, supporting people, and keeping technology running smoothly? Red Deer County is looking for an IT Assistant to join our team for a 12-month term.

In this role, you will be part of a collaborative Information Technology team that provides front-line support to County staff across a wide range of systems and services. From troubleshooting hardware and software issues to supporting communications systems, electronic records, audio/visual equipment, and corporate applications, this position offers variety, purpose, and the opportunity to contribute directly to effective municipal service delivery.

Reporting to the Technical Support Administrator, this is a great opportunity for someone who enjoys working with people, learning new systems, and applying technical skills in a practical, public-sector environment.

What You'll Do

- Provide front-line help desk support to County staff for hardware, software, data, and communication system needs.
- Assist with changes, enhancements, and upgrades to existing and new technology systems.
- Help ensure County systems remain operational and secure, including supporting firewalls, antivirus, anti-spam tools, backups, system performance, and general system operations.
- Support technology asset management activities.
- Perform operating system, database, and application software upgrades as required.
- Assist with planning for system upgrades, including computer hardware, software, mobile devices, and user-specific technology needs.
- Install network and workstation hardware upgrades in accordance with established standards.
- Assist with the maintenance of key corporate applications, including records management, finance, SQL Server database systems, and web-based applications.
- Contribute to other technology-related projects and responsibilities within the scope of the position.

What You Bring

- Post-secondary certificate or diploma in Computer Science or a related technology discipline, along with three (3) years of related work experience. An equivalent combination of education and experience may be considered.
- Experience with Microsoft 365, including SharePoint, Teams, and Power Platform.
- Strong troubleshooting skills and the ability to learn new technologies quickly.
- Excellent customer service skills and practical, solutions-focused approach.
- Strong interpersonal skills and the ability to communicate effectively with users of varying technical backgrounds.
- The ability to work independently while handling confidential and sensitive information.

The personal information that you provide to Red Deer County is being collected solely for the purpose of applying for employment and may be input into an automated system to review applications and/or make recommendations. This collection is authorized by section 4 (c) of the Province of Alberta's *Protection of Privacy Act* (POPA), SA 2024, c P-28.5. All resumes, and personal information provided therein, will be managed in compliance with the privacy provisions of the Act. For questions about the collection of personal information, please contact accessandprivacy@rdcountry.ca or call 403.357.5394.

- Strong organizational skills, attention to detail, and the ability to prioritize in a fast-paced, deadline-oriented environment.
- The ability to lift 15-20 kilograms.
- Valid Class 5 driver's licence with an acceptable driver's abstract
- Satisfactory Criminal Record Check

Why Join Us?

At Red Deer County, your work matters. Our employees support the systems, services, and infrastructure that help the organization serve residents, businesses, and community partners every day.

As part of our team, you will have the opportunity to:

- Work in a professional municipal environment with meaningful public-service impact.
- Build experience across a broad range of IT systems and applications.
- Support staff across departments and contribute to practical technology solutions.
- Be part of a team that values service, reliability, adaptability, and continuous improvement.

Additional Information:

Position Type: Temporary (12-month term)

Hours of Work: Monday to Friday, 8:30 a.m. to 4:30 p.m.

Department: Corporate Services

Salary Scale: \$35.92 - \$48.33/hour (starting wage based on the successful candidate's qualifications and experience)

Application Details: Apply today and bring your expertise to a role where your contributions truly matter. If you're ready to be part of a supportive team and amazing work culture, we'd love to hear from you!

Submit your cover letter and resume, quoting the position title, no later than **5:00 p.m. Monday July 31, 2026**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



Join us at Red Deer County and make a meaningful impact!

Red Deer County is an equal-opportunity employer and encourages applications from all qualified individuals.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



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