



**MUNICIPAL DISTRICT OF OPPORTUNITY
EMPLOYMENT OPPORTUNITY**

**Information Services Technician
Permanent Full Time**

The MD of Opportunity No. 17 is currently accepting applications for the position of Information Services Technician. This position will be located in Wabasca and is a permanent full-time position with a 40 hour work week (8 hours per day) Monday to Friday.

Reporting to the IT Manager and Executive Director of Corporate Services, the successful candidate will be responsible for:

- Implementation of projects (hardware, programs and technology);
- Coordinating with the IT Specialist, management and staff;
- Troubleshooting workstation hardware/software issues;
- Documentation of changes and IT infrastructure;
- General maintenance of servers and workstations;
- Website maintenance;
- Other office duties, as required;

Requirements for this position are:

- Minimum college diploma or equivalent;
- Experience in MS Windows Servers (Active Directory, File/Print Sharing, DNS, DHCP, SMTP), MS Windows Workstations, Microsoft Office Suite, MS Exchange Server, MS SQL Server, IP v4 routing and switching;
- Experience or Knowledge of the following software/systems would be favorable (but not required): MS Dynamics GP, Diamond Municipal Software, Team Budget, MICR, ProFuel, Master Meter, SCADA control, Xerox DocuShare, ALLData, Nortel BCM, Avaya IP Office, DSC intevo, AutoCad, ArcView, Global Mapper, ISL RoadNet, Fleet Complete, or Alberta SPIN II;
- Experience working in a team environment;
- Must be a self-starter and motivated to complete projects and tasks with minimal supervision;
- Ability to provide effective interpersonal and communication skills;
- Evidence of successfully passing a current police *Criminal Record Check*.

Salary will commensurate with experience and qualifications. The MD of Opportunity No. 17 offers a comprehensive benefit package.

Interested persons are invited to forward resumes and applications to:

Human Resource Department
MD of Opportunity No. 17
Box 60, Wabasca, AB, T0G 2K0
Phone: 780.891.3778 Fax: 780.891.4283
Email: hr@mdopportunity.ab.ca

Competition will remain open until suitable candidate found.

Posted January 2022

Only those candidates selected for an interview will be contacted.