

The Corporation of the Town of Deep River

EMPLOYMENT OPPORTUNITY

Network Administrator

The Town of Deep River is recruiting the full-time position of Network Administrator working in the Administration Department. The position will be responsible for providing technology related assistance within the organization including the Town's fixed asset and asset risk management programs. The compensation rate for this unionized position is \$25.34 per hour, based upon a 35 hour work week plus employee benefits in accordance with the Collective Agreement.

Under supervision, the Network Administrator will provide responsible and professional assistance to municipal departments. Key responsibilities include assisting with the Town's Asset Management Plan and related systems, maintaining the Town website and social media, troubleshooting IT issues, developing and implementing integrated communications programs to support Town programs and services, and assisting various departments with administrative and technological tasks on an as needed basis including business planning.

The successful candidate must have a Grade 12 education, a diploma in business from a recognized educational institution, excellent oral, written and interpersonal communication skills, excellent organizational and time management skills with proficiency in Microsoft Office (emphasis on Excel), experience working with relational databases (SQL) and spatial data using mapping software such as ArcGIS or QGIS, working knowledge of HTML, CSS and WordPress is required. Experience working in a municipal government environment is an asset. Candidates possessing an equivalent combination of training, experience skills, knowledge and abilities will be considered.

Please submit a cover letter and complete resume of qualifications and experience marked "Private and Confidential – Network Administrator" by Friday, February 21, 2020 at 4:00 PM to:

"Private and Confidential – Network Administrator"

Town of Deep River

P.O. Box 400, 100 Deep River Road

Deep River, Ontario, K0J 1P0

Email: townmail@deeperiver.ca

Thank you for your interest in the Town of Deep River. Only applicants selected for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be managed in accordance with the Municipal Freedom of Information and Protection of Privacy Act.