



## Employment Opportunity

### Systems Network Coordinator

Permanent Full-time, Salary Level 4 \$58,000 - \$73,000

The County of Annapolis is currently seeking a Systems Network Coordinator to join our team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Reporting to the Manager of IT, Systems Network Coordinator shall be responsible for monitoring all Municipal networks, servers, firewalls, switches, user devices, overseeing the research, budgeting, selection, ordering, installation, maintenance, licensing, warranty oversight, and replacement of all municipal information technology systems, checks all information technology infrastructure daily, establishes and maintains a ticketing system, performs re-boots of the entire system network, conducts daily system and email checks ensuring network integrity, oversees the development of processes, timelines, schedules and plans to carry out specific project management functions, issues and facilitates access to, and use of all designated municipal properties through use of FOB keys, sets up, operates, maintains, and uploads all required Municipal Council and Committee meeting recordings and videos, creates new user profiles and email accounts, facilitates the development of, and regulates the use of, a Municipal-wide SharePoint program site, installs, monitors, and maintains all anti-virus and SPAM software, coordinates the safe and efficient use of municipal websites, prepares reports and presentations, and carries out other duties and responsibilities as may be assigned from time to time.

#### Qualifications:

Candidates for this position must possess as a minimum, a college diploma or certificate in information technology, computer programming, computer science, Microsoft Certification or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements. Additionally, the candidate must have a minimum of five (5) years' experience working in a complex information technology or computerized environment where the candidate employed daily complex oversight and processes for multiple computer systems and applications.

A complete Job description can be found on our website: [www.AnnapolisCounty.ca](http://www.AnnapolisCounty.ca)

**This employment competition will remain open until the position is filled**

Kate McLean, Human Resources Coordinator

(902) 532-0890

Email: [employment@annapoliscounty.ca](mailto:employment@annapoliscounty.ca)

Municipality of the County of Annapolis

PO Box 100 (752 St. George St)

Annapolis Royal, NS B0S 1A0

***Applications will not be accepted via Social Media (Facebook)***

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

**[www.AnnapolisCounty.ca](http://www.AnnapolisCounty.ca)**

