



Information Technology Coordinator (minimum 3-month term)

The District of Summerland has an excellent opportunity for an individual seeking a full-time contract for a minimum of 3 months as an Information Technology Coordinator. There may be potential for a longer term in this role. Under the direction of the Director of Corporate Services, the successful candidate will provide technical support to staff to optimize their use of the District's information technology and telecommunications systems; resolve problems with software, hardware and networking; and install and maintain IT and telecom equipment including mobile devices, telephones, workstations, servers, routers, and printers.

The ideal candidate is a team player, quick learner, energetic, knowledgeable, customer service oriented individual with the ability to communicate technical subjects in plain language, juggle and prioritize a multitude of tasks and has a passion for problem solving and helping people. Technical knowledge to provide troubleshooting of data, server and network systems is required as well as an understanding of information security tools and best practices.

Required Training and Experience:

- Degree or Diploma in computer technology, or equivalent experience
- Five years of recent experience with business-class IT hardware, software and network installation, management and support which includes experience in efficiently building, maintaining and supporting an information systems environment and experience with Wi-Fi, routers, firewalls, VPN appliances, VoIP devices, mobile technology, installing and upgrading software
- Class 5 B.C. Driver's Licence

This is a full-time position for a minimum 3-month contract to provide coverage while the current IT Coordinator is on leave, with a potential for a longer term. The majority of work is done during regular working hours Monday to Friday, but some evening/afterhours work is required.

Qualified applicants should submit their cover letter and resume in PDF format to hr@summerland.ca. This position will remain open until a suitable candidate is found.

We thank all applicants for their interest; however, only those under consideration will be contacted.