

NOW HIRING



CITY OF
PORT ALBERNI

PC Support / LAN Technician

The City of Port Alberni is a community of over 18,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.

The City of Port Alberni is currently accepting applications from qualified candidates who are interested in joining a progressive and dynamic organization in the full-time position of **PC Support / LAN Technician**.

Reporting to the Manager of Information Technology, this position is responsible for the support of all workstations, LAN(s) and technical equipment for the City, including that located at the RCMP detachment. This position also plays a key role in supporting other IT Department staff as required. Specific duties include:

- Supporting the LAN(s) within City departments and at the RCMP detachment by providing software and hardware support
- Acting as the RCMP LAN Administrator
- Setting up and configuring work stations, printers, mobile devices, desk phones, etc.
- Supporting an extensive number of desktop software packages including, but not limited to: Microsoft Office, Adobe Acrobat, Adobe Creative Suite, Tempest, Microsoft Dynamics GP, AutoCAD, Esri
- Supporting the City website as required
- Providing help desk support to users as well as support for desktop hardware, software and related equipment installations, upgrades, moves, changes and troubleshooting

Qualifications & Experience:

- Completion of Grade 12 as well as an accredited technical diploma program (2 years) in a related field
- A minimum of 3 years' related experience in computer network and enterprise software application support (within the last 2 years)
- An equivalent combination of education, training, and experience may be considered
- Considerable knowledge and skill in data processing concepts and computer technology in the area of personal computers and LAN(s)
- Ability to provide a high level of customer service
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts
- Previous experience in a municipal or police environment is an asset
- The incumbent is required to obtain and maintain RCMP security clearance

The successful candidate will be required to complete a pre-employment fitness evaluation. The rate of pay for this position is \$35.01 per hour. This position includes a full benefits package and works a flex-day schedule.

To Apply: Please forward a resume and cover letter by 4:30pm on October 7, 2022:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

www.portalberni.ca

