



## IT SYSTEMS COORDINATOR

### The Job

The Town of Edson is seeking an IT Systems Coordinator to support the Information Technology Manager in managing and maintaining the Town's technology services. This role involves configuring, monitoring, and ensuring the reliability of servers, networks, applications, and security systems. This role will provide technical support to internal users, manage security protocols, handle data backups, and maintain hardware and software inventories. Additional duties include overseeing LAN/WAN networks and voice technologies, collaborating with vendors, and ensuring seamless service integration, as well as, developing policies, conducting user training, and assisting with communication tasks when needed.

### The Candidate

The successful applicant will have strong technical expertise in network and system management, security protocols, and troubleshooting. They will be detail-oriented, capable of managing multiple tasks, and skilled in providing IT support and training. Strong problem-solving skills and a user-focused approach are essential, along with the ability to adapt to changing technology needs.

In addition to the above, we require applicants to possess:

- Post-secondary education in Computer Engineering Technology or related field.
- Current certifications or practical application of knowledge in Cisco and Microsoft Certifications (CCNA, MCSE, etc.)
- Current knowledge and experience with FortiGate and Ubiquiti network platforms, Microsoft Hyper-V environment, Microsoft 365 platform, and ICT Unified Access Control System.
- Knowledge of Cloud technologies such as IAAS and PAAS, and experience with Telecommunications systems such as Nortel and Call Pilot landline equipment.
- Minimum five (5) years of related progressive experience.

### About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. Working with this team is more than just bringing a skill—it's about embracing a passion for service, collaborating with others, and taking pride in what you do every day.



## What do we offer?

### Compensation

The wage range for this position is \$84,600, to \$104,400, per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience and available budget.

### Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

## How do you apply?

Please submit your resume and cover letter, quoting competition #EDSOM-202504. Applications will be reviewed and interviews scheduled as suitable applicants are identified.

In your cover letter, tell us about yourself, what you value, and why you're interested in this position.

**Send your cover letter and resume to:**

**Email:** [humanresources@edson.ca](mailto:humanresources@edson.ca)

*Be sure to quote Competition Number: EDSOM-202504*