



**EMPLOYMENT OPPORTUNITY**  
**Information Technology Specialist**

The Information Technology Specialist reports directly to the Director of Corporate Services. This position is the primary point of contact for staff requiring technical support. The position is responsible for the overall management and maintenance of the city's network. It is responsible for over 85 desktop, laptop computers and tablets as well as telephone and cellular phone systems. It is also responsible for providing support related to the website and manager's printers, copiers, scanners and other hardware. The position also assists in the implementation of software, SAS and web-based applications for various departments and provides support in their applications. It plans for and makes recommendations for the changing technology needs of the corporation. The Information Technology Specialist is responsible for developing IT policies and procedures and ensures the security of the city's network and devices.

ᐃᑦᑲᓐᐃᑦ ᓄᓇᑦᑲᓐᐃᑦ

ᑲᓐᑲᓐᐃᑦ 460

ᐃᑦᑲᓐᐃᑦ, ᓄᓇᑦᑲᓐᐃᑦ

X0A 0H0

ᐃᑦᑲᓐᐃᑦ (867) 979-5600

ᐃᑦᑲᓐᐃᑦ (867) 979-5922

City of Iqaluit

Box 460

Iqaluit, Nunavut

X0A 0H0

Phone (867) 979-5600

Fax (867) 979-5922

Ville d'Iqaluit

C.P. 460

Iqaluit, Nunavut

X0A 0H0

Tél. (867) 979-5600

Télécop. (867) 979-5922

admin@city.iqaluit.nu.ca

www.city.iqaluit.nu.ca

**Minimum Qualifications**

- Undergraduate Degree in information technology or related field
- Minimum three years' work experience supporting, implementing and/or administering networks, servers, desktops and printers

**Specific Knowledge, Skills and Abilities:**

- Strong analytical problem solving skills
- Microsoft Certified System Engineer (MCSE) or Microsoft Certified System Administrator (MCSA) would be beneficial
- Confidence with various types of software
- Excellent verbal and written communication skills
- Time management and decision making skills
- Good interpersonal skills and the ability to work well with others
- Valid Driver's License is a definite asset

Equivalencies that include a combination of education and experience may be considered.

Please provide copies of your current credentials and any certifications with your application.

The annual salary for this position is \$71,424.47. In addition, the City of Iqaluit provides an annual settlement allowance of \$20,907.43 and an excellent benefits package.

**Due to the nature of the position, the successful candidate must provide a clear criminal record check.**

**CLOSING DATE: May 4<sup>th</sup>, 2018**

Please send your resume and credentials quoting Reference # to:

**Reference #: 03-1016**

**Human Resources**

**PO Box 460**

**Iqaluit, NU X0A 0H0**

**hr@city.iqaluit.nu.ca**

**Only those selected to interview will be contacted.**

**As per Article 23 of the Nunavut Land Claims Agreement, priority will be given to Nunavut Land Claim Beneficiaries who meet the criteria.**