



Full Time IT Support
\$66,503-\$80,826 annually
Posting # CS2025-007

MANDATE:

To maintain end user computer systems, installs and configures hardware and software and solves technical issues as they arise. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act and corporate/departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Three-year post-secondary diploma in Computer Technology, or related program. Three years of related experience in system administration and client support. Additional Microsoft certifications would be considered an asset. Must be able to identify problems, analyze situations and provide solutions. The ability to convey and exchange information to people inside and outside the organization, including IT staff, users, municipal partners and vendors. Must possess a valid Ontario driver's license and have access to a vehicle.

This position is evaluated at Level 5 (\$36.54 - \$44.41) per hour on the 2025 Non-Union Salary Grid. 35 hours weekly. Start date: as soon as possible. **This position is an in-person position and reports out of the Lanark County Administrative Building in Perth.**

Lanark County employee slogan is "*Working Together to Achieve Greatness.*" If you embrace this ideal, we look forward to receiving a detailed resume, **quoting posting number CS2025-007, no later than Monday, June 9, 2025** addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; **Email: csjobs@lanarkcounty.ca** When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf). Email subject line should include your "name" and job posting number "CS2025-007" (example: Jane/John Doe CS2025-007).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.