



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2024 - 48
Position:	Junior Systems Technician
Type of Vacancy:	Two-year Contract
Work Schedule:	8:30 am to 4:30 pm, Monday to Friday (35-hour work week)
Location:	City Hall (4310 Queen Street, Niagara Falls)
Salary Range:	\$58,364 to \$72,955
Date Posted:	April 10, 2024
Closing Date:	April 22, 2024 at 4:00 pm

Further details on this position are attached.

To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm April 22, 2024.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS
POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Junior Systems Technician
RESPONSIBLE TO: Manager of Client & Support Services
DIVISION/DEPARTMENT: Corporate Services/Information Systems
SUPERVISES: N/A

POSITION SUMMARY:

Assist in the installation and maintenance of all computer related equipment. Setup presentations as requested. Respond to support calls as assigned.

RESPONSIBLE FOR:

1. Respond to all hardware and software support requests related to the Corporations voice and data networks as assigned.
2. Maintain the daily backup drives.
3. Setup audio and visual presentations as assigned.
4. Assist in receiving all new computer related equipment.
5. Assist in booking and maintaining accurate records of corporate equipment temporarily in user's possession.
6. Assist with installations, upgrades and security measures.
7. Assist in organizing and maintaining the Computer Room
8. Assist in all aspects of the Corporations voice and data networks.

POSITION REQUIREMENTS / QUALIFICATIONS:

- Minimum is a College diploma in Computer Engineering or an approved related field.
- At least one (1) year of experience in the operation, maintenance, and management of computers in a wide area network.
- A solid working knowledge of all products in the Microsoft Office Suite.