

TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is currently accepting resumes for the seasonal position of **Information Technology Summer Student**.

Summary: Under the direction of the IT/Business Analyst, the IT Summer Student will provide support to our team in maintaining, troubleshooting, and improving our existing systems. This role will provide the candidate with a comprehensive understanding of how IT contributes to the functionality and efficiency of a municipal government organization.

Qualifications/Experience:

1. Education – Currently enrolled in a Computer Science, Information Technology, or a related field.
2. Experience - Previous experience or knowledge of Microsoft 365 and cloud computing is highly desirable
3. Possesses and maintains a valid Ontario Class G Driver's Licence
4. Criminal Reference Check (valid to 6 months of employment).

This position is scheduled to work 36.25 hours per week but due to workload, overtime may be required from time to time and due to the nature of the work, evening or weekend work may be required.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2023 rate of pay is \$20.11 - \$25.61 per hour with an option to join the pension plan that has a matching employer contribution.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than **12:00 p.m. on Wednesday, May 31st, 2023**, quoting "IT Summer Student" by email at hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Treasury
DIVISION:	Treasury
JOB TITLE:	Information Technology Summer Student
EMPLOYEE GROUP:	Non-Union
PAY GRID:	4
SUPERVISOR:	IT Coordinator Data Analyst
REVISION DATE:	May 2023

POSITION SUMMARY:

Under the direction of the IT/Business Analyst, the IT Summer Student will provide support to our team in maintaining, troubleshooting, and improving our existing systems. This role will provide the candidate with a comprehensive understanding of how IT contributes to the functionality and efficiency of a municipal government organization.

DUTIES AND REQUIREMENTS:

1. Assist in the administration and support of Microsoft 365 applications including Teams, SharePoint, OneDrive, and Office suite.
2. Provide first-level technical support to employees, addressing issues related to hardware, software, and networking.
3. Support the IT team in maintaining and improving the Town's IT infrastructure, including system upgrades, data backups, and security measures.
4. Assist with troubleshooting and resolving IT-related issues in a timely manner.
5. Participate in IT projects, providing input and helping to ensure successful project completion.
6. Document IT processes and maintain records of IT issues and their resolutions.
7. Conduct IT training sessions for staff to improve their knowledge and skills in Microsoft 365 applications.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

Currently enrolled in a Computer Science, Information Technology, or a related field.

EXPERIENCE:

Previous experience or knowledge of Microsoft 365 and cloud computing is highly desirable.

SKILLS AND COMPETENCIES:

1. Understanding of IT principles and an ability to communicate technical concepts.
2. Strong problem-solving skills and the ability to work independently and in a team.
3. Excellent interpersonal and communication skills.

4. Ability to handle confidential information with discretion and professionalism

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the IT/Business Analyst.

WORKING CONDITIONS:

This position will be scheduled to work regular full-time hours in an office environment and some travel within municipality to various locations for inspections activities and meetings and outside municipality (courses, seminars, meetings, special functions).

Due to workload, overtime may be required from time to time and due to the nature of the work, evening or weekend work may be required.

PHYSICAL DEMANDS:

The position requires intense visual & listening skills; ability to sit for long periods of time; ability to stand for long periods of time; use of hands; repetitive physical actions; ability to walk and climb stairs or ladders; hand-eye coordination; ability to kneel, crawl, reach, twist, squat, and bend; and work under high levels of pressure or stress Physical demands such as lifting and carrying files, reports, equipment and drawings will be required.

ENVIRONMENTAL CONDITIONS:

The environment may be busy, noisy. The position requires reasonable tolerance to irritants (such as dust), hazardous substances, inclement weather and untidy or unsanitary conditions that may be encountered during work.

SENSORY DEMANDS:

The position requires the frequent use of a computer and other office equipment.

MENTAL DEMANDS:

Minor stress generated by distractions, interruptions, deadlines, and conflicting demands. It may be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time sensitive skills will be needed to complete some required tasks

SAFETY

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Supervisors, Support Staff, Members of Council.
EXTERNAL	Professional Consultants, Vendors, Other Municipalities, General Public