



Full-Time Employment Opportunity

Information Technology (IT) Coordinator

This position will jointly support the growing technology requirements of two municipalities within the County of Peterborough.

The Township of Asphodel-Norwood is a growing rural community that provides an attractive blend of rural, village, and cottage living to over 4,500 residents who call the municipality home. Nestled within 160 square kilometres of southern Peterborough County, Asphodel-Norwood boasts the charming and historic villages of Norwood and Westwood.

Douro-Dummer is five minutes east of the City of Peterborough. It has several quaint villages, rolling drumlins and acres of viable farmland. Home to many farms, commercial and industrial operations and tourism businesses, its relaxing atmosphere offers a diverse setting for current and future businesses.

In consultation with both municipalities, the IT Coordinator is responsible for supporting the installation, configuration and maintenance of new and existing I.T. infrastructure including servers, local area network (LAN), operating systems, database(s), desktops, laptops, software, hardware and peripheral devices such as printers, scanners and mobile/smartphones.

- Must provide a satisfactory Criminal Record Check.
- Current valid Class G Ontario Driver's License and personal vehicle to travel to various locations within Peterborough County.
- Must be fully vaccinated against COVID-19.

Interested applicants may submit their resume in confidence to:

Human Resources – IT Coordinator

Township of Asphodel-Norwood

P.O. Box 29, 2357 County Road 45

Norwood, ON, K0L 2V0

Fax: 705-639-5343 E-Mail: hr@antownship.ca

Applications clearly marked "Application – IT Coordinator" may be submitted on or before **September 9, 2022 at 4:00 p.m.** Via Mail, In Person, Fax or Email. For a full job

description and detail qualifications, please visit our respective websites, www.antownship.ca www.dourodummer.ca

While we appreciate all applications, we can only contact those individuals selected for and interview.

We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, we appreciate Applicants making this request in advance so we can support your needs).

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used for the purpose of job selection.