



St. Clair Region Conservation Authority

Job Posting

Bring your enthusiasm and energy to the St. Clair Region Conservation Authority. This position provides a great opportunity to gain experience, practicing your exceptional professional and customer service skills in meeting the needs of our customers

Position Title: **Information Management Technician**

This is a position through the Job Creation Partnership Program. This is a position through the Job Creation Partnership Program. In order to be eligible for this position, participants must either be collecting EI benefits or have collected EI benefits in the last 3 years (5 years in the case of maternity/paternal leave) and currently be unemployed

Number of Jobs: 1

Position Commences: November 21 for a maximum of 26 weeks

Location: Strathroy

Salary: Maximum allowed \$423/wk

Hours per Week: 37.5

Driver's Licence Required: Yes

Automobile Required: No

Educational Background: University/College degree in information management/business or equivalent experience

Working Conditions: Indoor/Outdoor

Physical Demands: Sitting at a computer

Duties

- Develop and establish a 5 year master plan for the management/ integration of information/technology
- Provide guidance and assistance to members of the technical team and staff
- Provide hands on scanning and cataloguing of information
- develop a photo library/archival system
- Document and develop in-depth knowledge of, hardware and network infrastructure, and technology portfolio
- Develop, document, make recommendations, and communicate plans for investing in integration infrastructure, including analysis of cost reduction opportunities

Please send a resume and covering letter by November 15 noting this position to:

St. Clair Region Conservation Authority

205 Mill Pond Crescent

Strathroy, ON, N7G 3P9 or

FAX: 519 245-3348 or

Email: stclair@scrca.on.ca

We thank all applicants for their interest. However, only those selected for an interview will be contacted

The St. Clair Region Conservation Authority is an Equal Opportunity Employer