



**Mountain View**  
C O U N T Y

# External Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

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**MVC02 - 2026 – *Noon Friday May 22, 2026 – or until suitable candidate is chosen***  
**Information Systems Security Administrator - Corporate Services**

Full-Time 35-hour work week Monday through Friday 8:00 am to 4:00 pm – 1 hour unpaid lunch break

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## Mountain View County:

We are an engaged rural and agricultural community inspired by the unique and diverse qualities of our people and environment. Our mission is to provide high quality services in support of a healthy, safe, and vibrant rural community.

### What we can offer:

- 2026 Starting salary \$88,444 per annum (dependent on experience and qualifications)
- Great benefits package including Core Benefits, Spending accounts and Local Authorities Pension Plan (LAPP)
- Flexible work life balance options
- Professional Development
- Extensive Health & Safety Program

### Position Summary:

Reporting to the Manager Business Services/IT, this intermediate/senior technical position works with the Manager and plays a critical role in maintaining and evolving the municipality's digital infrastructure. This position is responsible for ensuring the reliability, security, and efficiency of municipal systems which incorporate cloud infrastructure, physical and virtual networking, servers, and SaaS systems. Desktop support is a component of the responsibilities of this position as well.

### Main Duties:

- Administer and safeguard a diverse technology stack encompassing cloud and on-premises infrastructure, enterprise SaaS solutions, and secure edge devices
- Develop and maintain scripts for system automation and data integrations
- Ensure the availability of information systems and networks
- Provide support and assistance to all County staff and Council regarding computer and technology related issues; including staff training/orientation

### Requirements:

- Completion of accredited post-secondary IT or computer science program
- Demonstrated knowledge and experience in IT security. Security designations like CISSP, SSCP, Security + an asset;
- Minimum of five (5) years' experience in the Information Technology field, preferably in a public sector environment;
- Proven expertise in managing hybrid infrastructure, including the optimization of Microsoft 365 and cloud-native workloads. Strong proficiency in server and endpoint lifecycle management across Windows is required;
- Help desk support experience combined with excellent people/customer service skills;
- Ability to support and perform network backups and restores; commitment to maintaining and managing corporate standards;
- Demonstrated analytical and organizational skills, with the composure to work under pressure with mission critical data;
- Experience writing documentation such as project plans, proposals, technical process documentation;
- Strong interpersonal (verbal and written) communication skills using courtesy, tact and discretion in dealing with requests, complaints and clarification of information;

- Leadership and contribution to teamwork; ability to work independently in a multiple task environment with public and staff at all levels;
- Valid AB Operators' License – Class 5 – no more than 6 demerit points.

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Submissions will be received until **Noon Friday May 22, 2026**. To apply for this position, please submit your resume with references to **Attention Human Resources**, in one of the following ways:

- Email to [hr@mvcounty.com](mailto:hr@mvcounty.com)
- Fax to (403) 335-9207
- Mail to Mountain View County, PO Bag 100, Didsbury, AB TOM OWO

Note: For a detailed Position Description please contact Human Resources directly at 403-335-3311 ext 153 or email your request to [hr@mvcounty.com](mailto:hr@mvcounty.com)

**We appreciate the interest of all candidates; however only those considered for an interview will be contacted.**