	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: **IT INTERN**
	Union / Non-Union: **NON-UNION**	Classification Type: **FULL-TIME, TERM**
	Salary Classification: **$20.00/HR**	Approval Date: **January 26, 2026**

General Job Responsibility

The IT Intern shall be responsible for assisting IT staff with monitoring Municipal networks, servers, firewalls, switches and user devices, daily checks of municipal information technology infrastructure central systems and email, issuing and facilitating activation and distribution of key fobs, creating new user profiles and email accounts, installation, monitoring and maintenance of anti-virus software, coordinating IT related training with staff, and carrying out other duties and responsibilities as may be assigned from time to time.

Accountability

This position reports directly to the Manager of Information Technology.

Specific Job Responsibilities

1. Monitors all Municipal networks, servers, firewalls, switches, user devices including desktops, laptops, cell phones and portable devices, both in house and off-site, on a daily basis, updating hardware and software regularly to ensure the highest functioning and reliable information technology systems.

2. Checks all Municipal information technology infrastructure central systems each day including panels, servers, switches, wires, cords, plugs, cables, and boxes to ensure no loss of functionality for equipment or users from unplugged, broken, or frayed materials and equipment.

3. Conducts daily system and email checks ensuring network integrity through the use of a comprehensive checklist to complete a consistent review and assessment of all information technology systems to ensure no viruses or malicious malware is present or vulnerabilities are identified that may lead to such occurrences in the near future.

4. In conjunction with Manager of Information Technology and Systems Network Coordinator, coordinate the development of processes, timelines, schedules and plans to carry out specific project management functions in area of major changes or upgrades, including new program deployments, significant changes to financial software, replacement of major hardware components that require emergency plans to be established beforehand in case of problems, and education and supports to affected staff for their continued operations minimizing disruptions as much as possible.

5. Assists with Issuing and facilitating access to, and use of all designated municipal properties with the activation, distribution, and use of FOB keys, for all staff, council

members, and authorized contractors, replacing or upgrading keys and locking mechanisms when required.

6. Assists with Creating new user profiles and email accounts for each new staff members or when changes to a staff members positions or responsibilities require it, to ensure the integrity and security of municipal information and all information technology systems, files, permissions, and access protocols are protected and maintained.

7. Assists with Installation, monitoring, and maintenance of all anti-virus and SPAM software, or required to be installed on all municipal computers, devices, or other electronic equipment, reviewing protocols and standards of acceptance or rejection regularly, assessing blocked or released files for compliance and safety, and makes changes or recommendations for upgrades as necessary.

8. Coordinates with various department staff, the safe and efficient use of municipal websites by providing training on the backend access to, and technical skills required to update, change, and build quality public facing platforms through the use of simple tools and applications.

9. Prepares reports and presentations for Manager of Information Technology on various topics and issues during the year as requested.

10. Other duties and responsibilities as may be assigned from time to time by the Manager of Information Technology.

Qualifications and Expectations

Candidates for this position must be enrolled and eligible for a co-op position through a recognized computer technology related program at a Nova Scotia Community College. Previous experience working with information technology would be considered an asset.

Due to the nature of this position, the employee must have:

- Strong computer, programming and coding experience
- Basic audio and video capabilities
- Positive past working relationships with multiple functional and managerial departments
- Fluency with Microsoft Office, VMWARE, VEEAM, and WatchGuard
- Comfortable working in an environment that has short timelines and high political and social media attention.

 This position will occasionally require work outside of normal office hours including evenings, weekends, and holidays.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other

historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.