



Job Title	System/Network Administrator
Department	Information Technology
Location	Terrace – School Board Office
Reports to	IT Manager/Department Supervisor

Type of position:	Hours <u>40</u> / week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Unionized

GENERAL DESCRIPTION

- Provide system/network design, implementation, and administration in a multi-site environment.
- Provide second tier support for applications, firewalls, systems, and networks.
- Perform duties of first tier support (helpdesk) on an as-needed basis.

WORK EXPERIENCE AND SKILL REQUIREMENTS

- 5 years as systems/network administrator in enterprise environment with such products and technologies as:
 - MS Windows servers including Hyper-V, and client operating systems
 - Active Directory
 - Deployment and mass rollout of systems
 - Server, storage (RAID), and backup implementation
 - Network switching and routing, including VLANs, VOIP, and TCP/IP
 - Network cabling
 - Scripting and/or programming experience
- Excellent analytical, critical thinking, and problem solving skills
- Ability to work independently and make decisions
- Valid BC driver's license

ACADEMIC QUALIFICATIONS

- 2 year Post Secondary Diploma or Degree in Information Technology.
- Current Microsoft technical certification (MCITP) and/or current Cisco or HP network certification (CCNA).
- (Exceptional knowledge, ability, and experience will be considered in lieu of above.)
- Skill-testing exam(s) may be administered as part of the evaluation process.

TYPICAL DUTIES

- Active Directory configuration,
- Server configuration, implementation, and administration,
- Storage configuration using various SAN technologies and RAID,
- Backup design, configuration, and implementation,
- Administration of core infrastructure applications such as MS Exchange, SQL Server, and IIS,
- Network design, administration and troubleshooting, including VOIP,
- Installation, configuration, and administration of various client-server applications that may be required in an education setting,
- Schedule and perform ongoing preventative maintenance,
- Automation and streamlining of infrastructure tasks,
- Documentation of process and procedure through written documents and diagrams,
- Project planning using generally accepted Project Management methodologies,
- Manage service processes and ensure department work, particularly changes, are performed within generally accepted, standard service practices - e.g. an ITIL context,
- Travel to remote sites, sometimes overnight, to perform duties.

REVIEWED BY

Title

APPROVED BY

Title