



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

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

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

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



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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