POSITION DESCRIPTION

JOB TITLE	Division Network Administrator
DEPARTMENT	Technology
LOCATION	Division Office
REPORTS TO	Assistant Superintendent, Technology
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

The Division Network Administrator is responsible for the technical planning, implementation, and support of all networked systems for the Division. The Division Network Administrator is the primary systems administrator for Divisional web, email, and file servers, as well as the Divisional network infrastructure. The Division Network Administrator is the technical lead on network security matters. This includes the development, maintenance, and documentation of the Division's educational, administrative, and operational information systems and disaster recovery plans. The Division Network Administrator provides hardware and software solutions to address technology issues that arise in day to day operations.

QUALIFICATIONS

Education
- Post Secondary Diploma in Information Technology (Networking Specialty).
- Microsoft, Novell, or Linux Administrative Certification.
- Limited Specialized Trade Electricians' License Class M.
- Valid Manitoba driver's license.

Experience
- Five years in network administration.
- Five years in configuring and maintaining web and email servers.
- Five years implementing and maintaining network security systems.
- Two years Project Management.

Knowledge, Skills and Abilities
- Knowledge of Information Technology Infrastructure Library (ITIL) best practices.
- Team leading and project management.
- Excellent verbal and written communication skills.
- Excellent analytical and problem solving skills.
- Ability to conduct training seminars and end-user support services.

DUTIES AND RESPONSIBILITIES

Divisional Network Systems
- Designs, implements, and supports all technical aspects of network systems.
- Provides support to Division administrative, clerical and non-teaching staff.

Servers
- Installs and upgrades operating and networking systems for administrative applications.
- Develops a divisional network back-up and disaster recovery plan to provide optimal data security, availability, and service delivery.

Security and Documentation
- Provides training, documentation, and support to technical staff members on the administration of network security devices.
- Maintains, monitors, and prepares reports on network security activity records.
- Provides forensic analysis and reports on Division technology resources as required.
- Manages the documentation for all Divisional systems/configurations.

Hardware and Software Solutions
- Determines hardware and software needs for the Division and assists with tenders.
- Establishes and maintains inventory of Divisional hardware and software.

Performs other duties as assigned.

CONTACTS

Division, Area, and School personnel
External agencies and vendors

WORKING CONDITIONS

General office and school conditions.
Technical service department conditions.
Extensive travel to Divisional sites.
This is a 12 month per year position.

PHYSICAL AND VISUAL REQUIREMENTS

Due to the extensive work involving schematic diagrams and network wiring, the incumbent cannot be afflicted with any form of colour blindness. Physically, the job can require high agility (working in confined spaces) and standing for long periods (in server rooms) for 1-3 hours or more and requires the physical strength to lift 20kg repeatedly (moving servers and computer cases).

EQUIPMENT USED

Enterprise & Small business class servers
Data centre and networking devices
Firewalls
Personal computers & related peripherals
Electronic/networking diagnostic tools
General office equipment
Division vehicles