



ADAMS LAKE INDIAN BAND JOB POSTING IT NETWORK ADMINISTRATOR

Reporting to and under the general direction of the Information Systems Manager, the Network Systems Administrator is responsible for establishing, operating, maintaining local and wide area networks (LANS and WANS) to ensure LAN performance meets the organization and end user requirements.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitor network traffic and security software to optimize server performance.
- Assist in the maintenance and testing of network servers, and associated equipment.
- Recommend and schedule repairs to maintain network integrity.
- Provide technical support and maintenance on new and legacy hardware and software.
- Assist in the design, development and enhancements of the organization's internal and external Web applications and Web sites.
- Work with vendors to resolve hardware operating system issues; research and test possible solutions and implement solution in a timely fashion.
- Conduct essential network security and quality control tests.
- Enforce and audit the organization's security policies.
- Prepare and maintain documentation for current network platform and backup process.
- Work with the Information Systems Manager on ongoing projects as assigned.
- Perform other related duties as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Certificate\Diploma\Degree: information technology, computer systems, or a related technical field preferred. Experience in VMware on Dell servers, Trend Micro, Nagios monitoring, Cisco equipment, Office 365, Nimble SANs, Veeam, Mitel VoIP phones, Meraki equipment, and MS Server 2008, 2012, and 2016 will be an asset.
- A minimum of 5 to 7 years practical IT support experience in a TCP/IP networking environment
- Experience with local and wide area network design, maintenance and operating systems required and relevant network security and troubleshooting.
- Must have proficient knowledge in the following areas: computer hardware and software systems, various office-based programs and computer operating systems (i.e.: accounting software, Microsoft Office, database – MS SQL, SQL Anywhere and MYSQL).
- Occasional lifting of computer equipment supplies and materials
- Excellent verbal and written communication skills
- Strong interpersonal skills to deal effectively with all levels of the organization and external contacts
- Valid BC Driver's License
- Reliable vehicle with current business insurance

Interested applicants please direct resumes, cover letter and at least 3 references to:

Bonnie Thomas, Interim HR Coordinator, at email: bthomas@alib.ca or
drop off at the Adams Lake Indian Band main office

Deadline for applications will be May 10, 2019 at 4:00 p.m.