

## JOB DESCRIPTION

**Position:** Information Technology Systems Administrator

**Position Summary:** Under the supervision of the **Manager of Information Technology**, provide information technology hardware/software support and repair and maintain equipment. Also provide service to 3<sup>rd</sup> party entities

### POSITION DUTIES

### RESPONSIBILITIES

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|--------------------------|--|
| 1. Technology Support    | <ul style="list-style-type: none"> <li>• evaluate and recommend information technology hardware and software</li> <li>• implement pre-designed networks and systems, and assist with modifications and cost determination</li> <li>• purchase supplies and material</li> <li>• install and support information technology hardware, software and systems</li> <li>• monitor and modify existing security systems</li> <li>• troubleshoot software/hardware problems and provide assistance to staff</li> <li>• maintain records, inventory, and documents and write reports</li> <li>• assist with electronic District Maintenance Department systems and control.</li> <li>• occasionally provide in-service as needed to staff regarding the use of District technology</li> </ul> |
| 2. Maintenance & Repairs | <ul style="list-style-type: none"> <li>• diagnose problems and repair and maintain equipment</li> <li>• order equipment and recommend replacement</li> <li>• assist and maintain a lifecycle maintenance program for all district technology hardware, related peripherals, audio and video equipment which includes installation, repair and recycle</li> <li>• assist other trades as required</li> </ul>  |
| 3. Communication         | <ul style="list-style-type: none"> <li>• communicate to staff and others in a clear, concise manner, respond to inquiries and provide information of a detailed or specialized nature</li> <li>• maintain confidentiality of information</li> </ul>  |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 and 4 year degree in Information Technology.

5 years related experience in Information Technology systems.

Thorough working knowledge and experience with information technology systems including hardware, software and networking applications and systems.

Ability to manage multiple tasks with possible conflicting priorities in a professional manner

Demonstrated effective, interpersonal and communication skills

Valid Class 5 Drivers License

Ability to lift 40 kgs