



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

POSITION **Information Systems Administrator**

POSTING #	POSTING TYPE	POSITION TYPE	HOURS OF WORK
24-49	External	Full-time	35-hour work week, as per schedule

DEPARTMENT Information Technology

HOURLY RATE \$49.3486 to \$51.2425 per hour, Pay Grade 15 – Schedule “A” Inside Employees

POSITION SUMMARY

Reporting to the Information Systems Manager, the Information Systems Administrator will work collaboratively with the information technology team. This is a hands-on role that primarily focuses on operational excellence in the way we deliver and support the efficient use of enterprise technology. The position plays a pivotal role in the advancement of technology at the City, working to ensure high reliability and scalable systems that position the corporation to grow. The Systems Administrator supports the security of our applications through proactive monitoring and alerting, as well as user administration and endpoint management.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Two (2) years Post Secondary Diploma or University Degree in Computer Science or a related field of study

LICENSES / CERTIFICATES

- Valid Class Five (5) Driver's License

EXPERIENCE

- Three (3) plus years of direct or related experience in a systems administrator role in an enterprise environment
- Two (2) plus years of experience in change management, technical documentation, and end user services.
- Experience working in and supporting a virtualized environment
- In-depth experience with administering Active Directory (onboarding / offboarding / file permissions, etc.)
- Experience with administering multiple Windows server applications (Exchange, SharePoint, O365, Azure, etc.)
- Knowledge of Layer 2 and 3 network infrastructure.

SPECIFIC SKILLS

- A solid understanding of networked and distributed computing environment concepts.
- Can-do attitude with a team-based approach
- Strong analytical and problem-solving skills and process automation.

- Ability to take ownership and lead department processes to support business growth
- Strong oral and written communications skills
- Strong knowledge of patching methodologies and the ability to create new methods as required
- Expertise in supporting applications and systems, including hardware and software.
- Strong customer focus and management of client expectations with the ability to establish and maintain a prominent level of user trust and confidence
- Ability to troubleshoot security related issues using a variety of technics and tools (i.e. security system and anti-virus) and follow proactively with supporting vendors, other staff and IS Manager as necessary
- Self-motivated with a desire to expand knowledge and skills to support ongoing learning.

SPECIAL REQUIREMENTS

- Required to obtain Security Clearance to work in RCMP restricted operations

CLOSING DATE Open until filled

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is located in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, in close proximity to Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay with a trading base of approximately 70,000. Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15