



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

**NETWORK & SYSTEM ADMINISTRATOR
CORPORATE SERVICES DIVISION**

ONE (1) PERMANENT FULL-TIME POSITION

POSTING NUMBER: 23-2024	STATUS: EXTERNAL
POSTING DATE: MARCH 22, 2024	CLOSING DATE: MARCH 29, 2024
AFFILIATION: UNION	HOURS PER WEEK: 35
SALARY GROUP: 11	HOURLY RATE: \$32.44 - \$39.76

POSITION SUMMARY:

Under the general supervision of the Manager, Information Services, the Network and System Administrator provides support and maintenance for The District of Thunder Bay Social Services Administration Board (TBDSSAB) computer and network infrastructure.

MAJOR RESPONSIBILITIES:

1. Assists with the implementation and maintains system and network infrastructure equipment such as VM Ware host servers, Microsoft Windows Servers, Microsoft Office Suite, switches, and routers.
2. Assists with the implementation and maintains network access equipment such as VPN, firewall, internet security, wireless, authentication, intrusion detection and prevention devices, antivirus and antimalware protection devices and software.
3. Maintains all aspects of network functionality including routing, routing protocols, Virtual Local Area Network (VLAN)s, sub-netting, switching, Dynamic Host Configuration Protocol (DHCP), and Dynamic Name System (DNS) Entries for both Local Area Network (LAN) and Wide Area Network (WAN) connectivity.
4. Configures, and maintains, TBDSSAB's networking repository; carries out all aspects of repository administration including network user id creation and administration, security, and group policy administration; creates and manages network share, adding or registering laptop and desktop computers and servers to the network in addition to maintaining fileserver storage and directories.
5. Ensures all servers and clients have the latest patches and updates.
6. Documents all aspects of network infrastructure using various tools, design documents, physical and logical diagrams and ensures updates and changes are documented properly.

7. Maintains up to date knowledge of new and converging technologies, makes recommendations for improved network performance, availability, and security.
8. Participates in and provides end user support.
9. Performs other related duties as assigned.

QUALIFICATIONS:

Education/Experience

- Three Year Computer Science / Networking related degree or diploma with a minimum of 5 years' experience with server and networking equipment, routing, switching and network functionality and current technical Certification(s).
- Equivalent combination of education and experience.

Skills/Abilities

- Strong technical knowledge of networking equipment, protocols and standards including Internet Protocol (IP) networks, switches routers and Firewalls.
- Experience with Citrix, VM Ware, and mobile device enterprise servers.
- Knowledge of Business Applications.
- Superior ability to communicate effectively and concisely, both orally and in writing.
- Proven problem solving, analytical, and evaluative abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong documentation and organization skills.
- Must be familiar with various Microsoft Office technologies such as Word, Excel, Access, Visio, Project.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.
- Use of a vehicle may be required.
- Travel may be required.

HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number.

Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources
The District of Thunder Bay Social Services Administration Board
231 May Street South
Thunder Bay, Ontario, P7E 1B5
Email: careers@tbdssab.ca | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](#).

ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan
Ishkwaandemonan**
Opening Doors for You