



Dnaagdawenmag Binnoojiiyag

Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity

Information Technology Manager – Full-time

Purpose of the Position:

Reporting to the Executive Director, the IT Manager has responsibility for multiple domain areas in both Mac (primary) and Windows environments including: system administration, database administration/management, network administration and telecommunications. The position will be responsible for installation, implementation, configuration, maintenance, support, training, troubleshooting and security within these domains throughout a broad geographic area and for any other duties that may be assigned by the Executive Director. The IT Manager will be required to supervise future network technician positions as they develop.

Responsibilities:

1. Main Duties

- Modern and complex principles of computer and network systems management, configuration, analysis, design, installation, integration, and maintenance;
- Hardware components of computer systems;
- Various software packages including operating systems (Mac, Windows 7 Professional), virus protection, email, word processing, spreadsheets, data processing, financial, graphics, desktop publishing and management applications/programs;
- Operating characteristics, capabilities, capacities, and limitations of computer, network and related peripheral equipment;
- Printer sharing and print server management;
- Modern computer networking practices including routing, vlans, network systems management, analysis, design, installation, integration, cabling, and maintenance;
- Research and reporting methods, techniques, and procedures including planning, design, and analysis;
- Principles and methods of training and instruction for information technology;
- File sharing, file security, drive mapping, and folder redirection;
- Ensuring federal and provincial laws, codes and regulations are adhered to;
- Primary contact for issues related to all information technology throughout the organization;
- Supervise network technicians as the positions develop.

2. Other Duties

- Perform all other duties as assigned by the Executive Director.

Preferred Requirements

The successful applicant should have:

- Bachelor's Degree in Computer Science, Management Information Technology or a related field;
- 2 or more years in-depth experience working in a Mac environment;
- 2 or more years in-depth experience in the development and administration of computer systems, servers and networks;
- Experience related to network and computer operating systems and computer related software;
- Minimum of one year supervisory experience;
- Ability to work flexible hours;

- Ability to travel, possess a valid class “G” driver’s license and a reliable vehicle with \$2 million liability insurance;
- An acceptable Driver’s Abstract;
- Ability to provide an acceptable CPIC with VPSS.

Knowledge Requirements

The successful applicant will have:

- Excellent analytical and problem solving skills;
- Demonstrated ability to clearly communicate information through an appropriate method; read and interpret complex information; talk with others and listen well;
- Windows and Mac support skills;
- Ability to learn and apply new skills and concepts quickly;
- Adaptability to changing priorities, tasks, and work;
- Knowledge of hardware/software terminology and concepts;
- Knowledge and experience with analytical tools (ie. Spreadsheets, databases, word processing);
- Ability to pay attention to detail;
- Ability to work on multiple projects simultaneously;
- Knowledge and experience with a broad range of information technology equipment (ie. Apple products such as iPads, Macbooks, iPhones; Photocopiers; LCD Projectors; television/monitor; conference phones; etc.).

Ability Requirements

The successful applicant(s) will demonstrate ability to:

- Relate effectively to management and staff as a diplomatic and flexible team player;
- Perform prolonged use of a computer, computer monitors or other monitoring devices;
- Travel to satellite offices and other locations within the Province of Ontario as necessary;
- Lift and carry computers, monitors, servers, and related equipment.

Salary: To be determined based on qualifications.

Closing Date: Monday, January 23, 2017, 4:00 pm.
Only those selected will be contacted for an interview.

For full Job Description please email careers@binnoojiyag.ca

Please send cover letter, resume and 3 work related references to:

Laurie Paudash, HR Manager
 Dnaagdawenmag Binnoojiyag Child & Family Services,
 517 Hiawatha Line,
 Hiawatha First Nation, ON, K9J 0E6
 Fax: 705-295-7137
 Email: careers@binnoojiyag.ca

Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply and identify themselves in their cover letter.
2. Job Description subject to Board approval.