



Network & Security Administrator

Family and Children's Services of Lanark, Leeds and Grenville is the amalgamated child protection agency for the counties of Lanark, Leeds and Grenville and the surrounding area. It was created in 2011 when the Children's Aid Society of the County of Lanark and the Town of Smiths Falls, and the Family and Children's Service of Leeds and Grenville united under a common umbrella. Serving a large geographic area of eastern Ontario, FCSLLG is a not-for-profit agency governed by a volunteer Board of Directors and funded by the Province of Ontario through the Ministry of Children, Community and Social Services (MCCSS).

Leadership within a dynamic organization

The Network & Security Administrator is responsible for effectively maintaining the daily operation of the agency's information services infrastructure ensuring a high level of reliability, security and performance. Ensuring that all measures are proactively in place for detection, prevention and remediation of cyber risks is an essential responsibility of this position.

As part of the Information Services Department, the incumbent, while working with Information Technology staff is accountable for providing professional support to all Agency's users both internal and external, putting a high focus on customer satisfaction. The focus should be on pro-active solutions using a continuous improvement approach to the services offered, and responding to customer demands within a reasonable time frame. This position will need to maintain a high a level of professionalism in managing confidential information.

Succession Planning

FCSLLG will be looking for a candidate who possesses strong technical skills related to the position, and in addition also wishes to recruit an individual with future leadership interest and potential.

Key Qualifications and Leadership Competencies

- Diploma from a three-year accredited community college program, specializing in Computer Studies or equivalent
- Minimum of 1 year certification and training in the following areas:
 - Maintain a current Microsoft Certified Systems Engineer (MCSE) Designation/ Certification.
 - ITIL Foundation certification
 - Active Directory training
 - Network Security and monitoring training
 - Server 2008 or current version training
- A minimum of 4 years technical support and network administrator experience in mid-to-large size organization
- Excellent knowledge of Office 365 in particular Azure and InTune products
- Experience and knowledge in the area of Cyber risks and intrusion protection
- Strong understanding of computer Networks including Networks protocols, Wireless Infrastructure, hardware and software
- Excellent knowledge of Network Security and industry best practices for usage of VPN, Firewall and Antivirus, VoIP and monitoring tools



- Proven hardware and software problem solving and troubleshooting skills
- Knowledge of ITIL practices with a preference for ITIL Foundation certification
- Effective written and communication skills
- Effective analytical skills for problem solving
- Ability to work professionally in a team environment

Family and Children's Services of Lanark, Leeds and Grenville is committed to building a diverse workforce representative of the communities we serve, and strongly encourages applications from all qualified individuals, especially those who can provide perspectives and contribute to a further diversification of ideas. We welcome all interested individuals, particularly representatives from equity seeking communities, including:

- Members from Indigenous communities, including First Nations, Inuit, Métis and Indigenous communities
- Members of the Black community and other racialized groups
- Individuals who identify as LGBTQ2S+
- Varied religious or spiritual faith groups
- Individuals with visible and invisible disabilities
- Other members of equity deserving or marginalized communities

Please indicate in the application process should you identify as a member of the above-mentioned equity deserving groups.

Family and Children's Services of Lanark, Leeds and Grenville is committed to providing a barrier free workplace. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Salary range: \$71,923 - \$85,621

To view a full job description please visit our careers page at www.fcslg.ca

Applicants are invited to submit their resume and cover letter no later than August 12, 2024

Human Resources Department

Family & Children Services of Lanark, Leeds and Grenville

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We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.