



# **Ta'an Kwäch'än Council**

## **Employment Opportunity**

### **Senior Systems Administrator**

**Regular Full-time**

**Salary: \$90,024.02 - \$112,548.27 based on 35 hours per week (\$49.46 - \$61.84)**

**TKC Wage scale \*8 plus benefits and RRSP matching**

**Closing Date: November 29, 2024**

Reporting to the Operations Manager, the incumbent will be a pivotal IT position in ensuring TKC technology runs smoothly by managing servers, networks, and security, as well as the stability, integrity and efficient operation of the in-house information systems that support core organizational functions. This is achieved by monitoring, maintaining, supporting and optimizing all networked hardware, software and associated operating systems. The Senior Systems Administrator will apply proven leadership, communication, analytical, and problem-solving skills to help identify, communicate and resolve issues in order to maximize the benefit of I.T. systems investment.

The position supervises the Systems Administrator, and both positions will work as a team to assist staff with technical support of desktop computers, laptops, printers, copiers, phones and mobile phones, voice and wireless communications systems, applications, and related technology. Support includes specification analysis, installation, and testing of hardware systems and peripherals within established standards and guidelines. Also required is interaction/testing of application software and operating systems to diagnose common industry issues and as well resolve unique, non-recurring problems.

#### **Required Qualifications Education and Experience (what we look for on your resume):**

- Bachelor's degree in computer science or related discipline from a recognized institution or equivalent combination of technical education, training, and experience
- Cisco Certified Network Associate or Professional – CCNA/CCNP
- Microsoft Tech course (s) certification
- Windows client operating systems experience

- Minimum 5 years of computer and network administration
- Minimum 5 years' experience setting up & monitoring local and wide area networks, cabling infrastructure, routing and switching.

**Required knowledge and skills (what we will assess):**

- Organizational and time management skills
- Ability to manage stress and work flexible hours
- Ability to work as part of a team
- Operating systems management, Hardware deployment, Database management, Network configuration
- Ability to communicate effectively and concisely, both orally and in writing
- Analytical abilities
- Project management skills
- Able to think creatively to fix technological issues
- Ability to meet critical deadlines with minimal supervision
- Ability to prepare documentation accurately from verbal and written instruction
- Ability to interpret and comply with policies, legislation, and standard regulations/procedures as they relate to the position.
- Strong communication skills and documentation skills.

**Conditions of Employment:**

- Oath of allegiance and secrecy,
- Conflict of interest declaration,
- Valid drivers' license
- Security Clearance
- Ability to lift at least 50 lbs.

**As per the TKC Policy, preference will be given to those qualified TKC Citizens who self-identify in their cover letter/resume, although we encourage all who may be qualified to apply.**

**We thank all those who apply, however, only those selected for further consideration will be contacted.**

All submissions to: [humanresources@taan.ca](mailto:humanresources@taan.ca)

Follow the link on the TKC website for a complete job description.