



**CHIPPEWAS OF GEORGINA ISLAND
FIRST NATION**

JOB POSTING

Network Administrator

The Network Administrator establish, operate, maintain and co-ordinate the use of local and wide area networks (LANs and WANs), mainframe networks, hardware, software and related computer equipment. They set up and maintain Internet and intranet Web sites and Web-server hardware and software, manage and troubleshoot cameras/signs/devices and monitor and optimize network connectivity and performance. The Network Administrator will work with various external organizations to monitor and ensure operation of telephone, internet, fax lines as well as the server. The Network Administrator will also oversee staff training related to network security and provide basic computer and printer support to network users

Reports To: Band Manager

Classification: Full Time Contract

General Description of Duties:

- Maintain, troubleshoot and administer the use of local area networks (LANs), wide area networks (WANs), mainframe networks, computer workstations, connections to the Internet and peripheral equipment
- Evaluate and install computer hardware, networking software, operating system software and software applications
- Operate master consoles to monitor the performance of computer systems and networks and to co-ordinate access and use of computer networks
- Install, maintain, troubleshoot and upgrade Web-server hardware and software
- Implement network traffic and security monitoring software, and optimize server performance
- Provide basic computer and printer support to network users with further direction to be given from the employees manager
- Respond to technical questions regarding computer use or other electronic equipment used within the office
- Establish relationships with outside service providers to ensure quality of all systems is maintained
- Maintain and update the transportation building and traffic sign as needed
- Liaison and troubleshoot with Bell, Xerox and Compusolve to maintain or improve services
-

Minimum Qualifications:

- Must have a post secondary diploma in IT or Network Administration
- Have prior experience managing a network and troubleshooting

Closing Date: *When Filled*

Contact: Harmony Legere, Human Resources Manager
RR #2 Box N-13, Sutton West, ON, L0E 1R0
Phone: 705-437-1337, Extension 2229
Fax: 705-437-4597
E-mail: harmony.legere@georginaisland.com

*****Only applicants meeting the minimum requirements will be contacted*****

Posted: March-21-24