



CAREER OPPORTUNITY – SYSTEMS ADMINISTRATOR

Job Posting: 2020-22

Full Time – 12 Month Contract

Guided by Catholic values and teachings, we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families and nurturing lifelong relationships.

Qualifications:

- Office 365 Admin center including: Azure, Intune, Exchange Online, Phishing and Security.
- Expertise in MS Teams including configuring and deploying MS Teams policies.
- On-Premises and Azure Active Directory synchronization.
- Proven ability to script or code tools required for system administration tasks.
- In depth knowledge and experience managing Microsoft server operating systems (2008R2/2012R2/2019).
- Knowledge of Microsoft DPM back-up system.
- Expertise in monitoring and maintaining a Microsoft Hyper-V environment.
- Extensive experience in providing advanced troubleshooting, configuring services and handling day-to-day maintenance of core enterprise services.
- In depth knowledge and experience supporting Windows 10 desktop environments.
- PowerShell is a strong asset.
- Power Apps is an asset.
- Experience working with confidential information; Children's Aid Society experience an asset.
- Exceptional customer service skills required.
- Effective verbal and written communication skills.
- Tact and diplomacy.
- Accuracy while meeting deadlines, and strong time management skills.
- Work independently within a team environment.
- Punctual and reliable.
- Initiative and attention to detail.
- Excellent analytical and organizational skills.
- Capacity to quickly learn new systems.
- Demonstrates a commitment to, and work ethic in leadership, and role models behaviours that demonstrate the Mission and Vision of the Catholic Children's Aid Society.
- Bilingual French/English is an asset.
- Respectful and compassionate demeanor.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.
- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs.
- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- Bondable with acceptable police clearance, and satisfactory provincial records search.

Duties:

- Perform administration and maintenance of Office 365, MS Azure, MS-SQL, Windows Servers, Hyper-V and IIS servers
- Maintain active directory and local group policies to enforce security requirements and standards
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of schedule jobs and backup operations.
- Manage the day-to-day maintenance of core enterprise services
- Assist user staff in secure data storage and retrieval/recovery
- Back up to Information Systems Manager
- Conduct regular system administration tasks
- Comply with health and safety policies, procedures and the Ontario Health & Safety Act.
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others.
- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team.
- Coordinates work with supervisor, and follows the direction of the supervisor after consultation when required.
- Completes mandatory training and participates in ongoing agency training.
- Demonstrates leadership and a commitment to the principles of anti-oppressive practices and anti-racism based on justice, fairness, equity, respect of the beliefs and traditions of others.
- Complies with agency Health and Safety policies and the Ontario Health and Safety Act, and regulations.
- Committed to the Society's mission and vision.
- Performs other duties as may be assigned.

Reporting to: Manager, Information Systems

Employment Terms & Hours of Work: 12 Month Contract Full time (35 hrs/week)

Position: Non-union

Starting Date: As soon as possible

Posting Date: October 7, 2020

Closing Date: October 16, 2020

Apply in writing by submitting an updated resume and your current training record to:

liam.kelly@hamiltonccas.on.ca

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process please inform Human Resources.