



EMPLOYMENT OPPORTUNITY

POSITION: INFORMATION TECHNOLOGY ANALYST

DEPARTMENT: COMMUNICATIONS & INFORMATION TECHNOLOGY

Summary:

Under the direction of the Communications Manager, the Information Technology Analyst maintains computer system hardware and software by designing and monitoring Internal and External requirements and performance.

Duties and Responsibilities

- Supervise and maintain staff by recruiting, selecting, orientating and training employees as well as planning and appraising job results.
- Identifies system workload requirements by conferring with clients and data processing specialists.
- Identifies system capabilities and limitations by conferring with users; testing system.
- Determines hardware configuration by analyzing and evaluating system factors such as scope of projects, number of users, reporting requirements, and volume of transactions, access restrictions, cost restraints, power supply specifications and security conditions.
- Satisfies workload requirements by recommending purchase of modifications of computer and peripheral equipment; planning or revising layout.
- Satisfies workload layout requirements by recommending equipment to control dust, temperature and humidity.
- Prepares users to operate equipment by writing reference manuals; conducts training sessions.
- Maintains system performance by monitoring use and output.
- Maintains records by documenting configuration and revisions.
- Prepares reports by collecting, analyzing and summarizing information and trends.
- Maintains professional technical knowledge by attending educational workshops; reviews professional publication; establishes personal networks; participates in professional societies.
- Maintains client confidence and protects operations by keeping information confidential.
- Contributes in team effort by accomplishing related results as needed.
- Attends meetings and submits monthly reports to Director.

Skills and Requirements

- Must possess advanced knowledge of the operating and networking environments. Including Firewall, Security protocols, and basic cabling.
- Must possess knowledge of web casting and web page development.
- Must possess basic knowledge of wide area networks and wireless radio technology. (Specifically, Airbridge Radios).
- Must have a willingness to learn about computing and network technology.
- Must have an interest in working with and assisting computer and printer users.
- Must be willing to train and upgrade computer users.
- Must have strong oral and written communication skills.
- Must be able to meet deadlines.
- Must possess problem solving skills.
- Must be available after hours

Qualifications

- The successful candidate will have a MINIMUM of a two-year computer/Technology Diploma or a University degree in Computer Science.
- Experience in a First Nations environment is an asset
- The incumbent must maintain a high proficiency level of software products including accounting software.
- A high level of analytical ability and problem-solving skills is required to resolve technical problems
- Candidate must be highly motivated and self-directed
- Candidate must be capable of working under pressure within tight time frames.
- Must possess excellent customer service skills
- The successful applicant will be required to submit Insurance and registration.
- The successful applicant will be required to obtain and submit a Criminal Record Check after hired.
- **Submit a resume and any certificates**
- **Must have Class 5 Drivers License**
- **Must have own transportation**

NOTE:** ***ONLY THOSE THAT SUBMIT THE REQUIRED DOCUMENTS WILL BE CONTACTED FOR AN INTERVIEW. Applicants will be screened

CLOSING DATE: **April 30, 2025 @ 4:00 PM**

INTERVIEWS: **TO BE ANNOUNCED**

For applications and further information, please contact:

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Personnel Department
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