



School District #54 (Bulkley Valley)
JOB DESCRIPTION

TECHNOLOGY DEPARTMENT: Information Technology Administrator
Location: District

SUMMARY:

Reporting to the Supervisor of Information Technology Systems or designate, this position provides technical administration, advice, training, and services for district wide systems, network resources, and users while protecting the integrity and confidentiality of District information.

DUTIES:

- Functions as a district technology support person who supports staff throughout the District
- Designs, installs, troubleshoots, repairs and maintains all school and district network equipment, computers, software and other related electronic systems/equipment
- Administer and maintain the District's Active Directory
- Server and server-based application management; configuration, implementation, and administration
- Network equipment management; configuration, implementation and administration
- Cloud application management; configuration, implementation and administration
- Researches and recommends products based the district's present and future needs
- Maintains the confidentiality of sensitive information seen or heard
- Ability to work individually and as a team member
- Loads and unloads vehicles, transports materials and equipment as required
- Maybe required to act in a supervisory role
- Maybe required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification
- Works as a team member to manage the total office workload, develop and streamline procedures and take such training as is appropriate and available
- May be asked to work outside of the standard workday from time to time

QUALIFICATIONS:

- 2 year Post Secondary Diploma or Degree in Information Technology
- Current relevant technical certification(s), or an equivalent combination of training and work experience
- Minimum of five years of current relevant work experience
- Thorough working knowledge and experience with information technology systems including hardware, software and networking applications and systems
- Demonstrated understanding of LAN and WAN systems interrelationships troubleshooting and diagnostic ability including administering Mail, Web, and Active Directory servers
- Demonstrated understanding of network security
- Ability to manage multiple tasks with possible conflicting priorities and interruptions in a professional manner
- Excellent interpersonal skills, with the ability to communicate effectively, both orally and in writing
- Ability to carry out and perform work schedule with minimum supervision
- Ability to assess and direct problems to appropriate personnel
- Ability to plan and schedule work and organize the workload effectively
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's License and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical capabilities to perform the duties of the position

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N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:



CUPE Job Description Committee



CUPE Job Description Committee



Secretary Treasurer