



Job Posting

IT System Administrator – Core Infrastructure (permanent/full time) \$40.56-\$45.63 / Hour, 35-hour work week Information Technology Department

The County of Grey is seeking an IT System Administrator to join the 13-person strong Information Technology Department. We are looking for a personable individual to join our Infrastructure and Technology team. This team consists of three System Administrators, two help desk staff and the Infrastructure and Technology Manager that supports and develops the County's server and network infrastructure as well as help desk and cybersecurity functions.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live. Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented – we are a family of distinct and proud communities that showcase natural beauty, opportunity and a peaceful rural lifestyle.

Position Overview:

- Ensuring optimal operations of the core IT infrastructure components such as firewalls, switches, wireless access points and servers for all Grey County
- Maintaining the corporate Active Directory systems, including user and computer management, group policy objects and Azure AD
- Providing support for the help desk
- Supporting the County-wide VOIP system.
- Support Microsoft 365 and Azure technologies, including Office, Teams, Exchange and Intune
- Supporting and developing the County's Cloud infrastructure
- Assist with Disaster Recovery and Business Continuity planning
- Support remote access infrastructure and remote workers
- Provide administration and support for corporate printing
- End user training on software, hardware and telephone systems
- Sharing the after-hours on-call schedule.

Required Knowledge, Skills and Experience:

- Strong interpersonal skills, with emphasis on training and development of non-technical people.
- Graduation from a minimum three-year Microcomputer/Networking program at a recognized College of Applied Arts and Technology or equivalent
- Formal training must be augmented with a demonstrated knowledge of current concepts, programs, methods and technologies in the data management field.
- Minimum of 5 years' experience doing IT system and network administration in a large environment
- Minimum of 3 years working in an IT user support role.

- Extensive knowledge of VMware technologies, network security, Ethernet networks and a broad knowledge of hardware and software (specifically Microsoft technologies).
- Microsoft, VMware and Aruba (HP) certification and/or formal training would be preferred
- Experience with Disaster Recovery and Business Continuity Plans and technologies
- Experience with participating in and leading all phases of IT related projects
- Able to support a vast number of remote workers
- The ability to interpret and often translate bewildering technical issues into layperson's language that can be understood and used effectively.
- Experience working in a government or health care type facilities would be an asset
- Strong written and oral communication skills
- Valid Class "G" driver's license and vehicle.

Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County's website, www.grey.ca/careers

If you are interested in this career opportunity, please go to <https://www.grey.ca/careers/system-admin-application>

Please fill out the application form and upload your cover letter and resume by **4:30 p.m. on Friday, October 8, 2021 to:**

As a member of the Grey County IT Team you will have access to,

- Comprehensive benefits package including OMERS pension
- Training and professional development
- Membership in the Municipal Information Systems Association (MISA)
- Attend conferences
- Work from home opportunities
- Flexible schedule

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.