JOB POSTING DETAILS

Employer	Garden River First Nation (Ketegaunseebee Garden River First Nation)	**Job Type**	RI
		Duration	Full Time
Job Title	Network Administrator	**Location**	Garden River
Job ID	11629	**Closing Date**	November 3, 2021
Date Posted	October 20, 2021		

Job Overview - Description & Duties

KETEGAUNSEEBEE IS HIRING

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: NETWORK ADMINISTRATOR
Salary Range: $29.38 - $33.06 / HOUR (Pending Education & Experience)
Location: ADMINISTRATION OFFICE

Position Summary
The Network Administrator is directly responsible for maintaining the computing environment by identifying network requirements; installing upgrades; monitoring network performance; configuration, and support of the organization's local area network (LAN), wide area network (WAN), and Internet system. The Network Administrator maintains network hardware and software; monitors the network to ensure network availability to all system users and performs necessary maintenance to support network availability. The Network Administrator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

Duties
- Establishing network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
- Establishing network by evaluating network performance issues including availability, utilization, throughput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls. Maintaining network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Maintaining network facilities in individual machines, such as drivers and settings of personal computers, printers. Providing first lever of support for the users.
- Planning, coordinating, and implementing network security measures in order to protect data, software, and hardware. Implementing, maintaining, administering, and providing user support of business line applications including MS suite of standard applications, windows desktops, and client to server connectivity, and hardware upgrades.
- Conferring with users on support tickets; finding resolutions and documenting results in IT Track It Software. Installing, configuring and maintaining the following devices; notebooks/tablets/desktop PCs, printers, faxes, photocopier/scanning machines, and any other technical devices as may be installed from time to time.
- Upgrading the network by conferring with vendors; developing, testing, evaluating, and installing enhancements. Performing routine network start-up and shutdown procedures, and maintaining control records, performing system backup, following up and resolving virus activity/malware, anti- spam solution.

Required Skills

Qualifications
- College Diploma (2 Years) in computer science, information technology or a related field and two years of general computer installation, maintenance, and repair within a business environment. A+ Certification will be considered.
- At least 2 years of work experience as a Network Administrator on a medium sized network of servers, desktop systems and communications devices using current technologies.
- Experience in working with VMware VSphere, Hyper V, Windows Server 2008, Server 2012, SQL Server, and Cisco devices.
- Knowledge and working experience in Network Security tools, SAN, Virtual infrastructure Backup.
- Demonstrated ability to support networked printers and photocopiers.
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions.
- Ability to manage multiple projects and work in a fast-paced team environment.
- Ability to be consistent and display a positive/helpful attitude.
- Ability to work under pressure to meet deadlines.
- Must undergo a criminal record check prior to employment (At Applicant Expense)

Other Requirements

NA

How to Apply

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded
Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: October 1st, 2021 @ 4:30 PM. Please address the envelope and/or email "Network Admin - 2021-88" and submit to:
Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.
We thank all applicants for their interest; however only those selected for an interview will be contacted.