

**SUPPORT STAFF JOB POSTING**

**To:** All IUOE Employees  
**From:** Cam McIntyre, Secretary-Treasurer  
**Date:** April 14, 2022

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**JOB POSTING #2021-59**

The Secretary-Treasurer's Office will accept applications (as outlined below) up to **Tuesday, April 26, 2022 - Noon** - for the following position:

**NETWORK SYSTEMS ANALYST - DISTRICT**

Full-time, continuing district position, 40 hours per week, effective immediately. The terms and conditions of the IUOE Collective Agreement shall apply. The rate of pay is according to schedule.

**Job Summary:**

An employee who installs, repairs, and maintains computer hardware and software in schools and other district facilities. This position includes the training of teachers, secretaries, administrators, and support staff in the use of computer software, including MyEducation BC. Provides support as well as troubleshooting and problem-solving in the basic maintenance of hardware and related computer technology. This position will report to the Manager of Information Technology.

**Brief Job Description:**

- a) Provides and coordinates training to individuals or groups of school district employees (K through 12 staff) in software programs, e.g. MyEducation BC, and hardware technology.
- b) Troubleshoots and assists computer users in problem-solving.
- c) Maintains software for online and web-based software programs including MyEdBC,, and library automation software.
- d) Work with software in a variety of operating systems such as Windows, Apple and Linux.
- e) Maintain and manage iOS devices (MDM Server ).
- f) Maintains records as required.
- g) Establishes and maintains libraries of system software and reference manuals.
- h) Provides budgeting assistance for computer hardware and software as required.
- i) Ensures that school district computer systems and software are maintained and upgraded in a cost-effective manner.
- j) Practices all applicable School District and Work Safe safety policies.
- k) Maintains a current knowledge of applicable standards, codes, and regulations.
- l) Performs other related duties as assigned or required pertaining to the Computer Technician job description.

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**Job Requirements:**

- a) Minimum of Grade 12 plus the following certifications:
  - CompTIA A+ Certification
  - Microsoft Certified Professional
  - Certificate in Network administration like: CCT,CCNA, Network + or equivalent.
- b) Completion of a minimum two (2) year diploma focused on Computer Science/ Information Technology is preferred.
- c) Knowledge of HP/Aruba Switch or Cisco would be an asset.
- d) Ability to troubleshoot LAN, WAN, and network connectivity to all the workstations.
- e) JAMF experience would be an asset.
- f) Knowledgeable in VMWare would be an asset.
- g) Minimum of three years experience in a Microsoft Windows Environment.
- h) Knowledge of Office 365 would be an asset.
- i) Ability to troubleshoot, diagnose and repair computer systems.
- j) Must be committed to working collaboratively on a results-oriented, learner-focused team.
- k) Willingness and ability to research and maintain currency of knowledge.
- l) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- m) Must have a valid B.C. driver's license.
- n) Must be physically able to perform the duties of the position.
- o) Must have a working knowledge of all applicable School District and Work Safe safety policies.
- p) Must demonstrate the ability to communicate effectively with others both verbally and in writing.
- q) Expert knowledge of standard computer programs.

**\*\* THE INTERNAL IUOE JOB APPLICATION MUST BE COMPLETED \*\***

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