

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

'Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	Senior Network Administrator, Information Management Unit
<u>DURATION:</u>	Indeterminate, Full-Time Nine (9) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$1,232.25 to \$1,663.50 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Friday, May 3, 2024 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</u> <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**



Job Title:	Senior Network Administrator
Division:	Information Management
Reports To:	Director of Information Management
Name of Incumbent:	
<p>Purpose</p> <p>In collaboration with the Junior Network Administrator, ensures the stable operation of the MCK computer network, including all satellite offices. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links.</p> <p>To analyze and resolve end-user hardware and software computer issues promptly and accurately and provide end-user training where required.</p>	
<p>Cultural Identity Attributes: A professional, technically proficient individual with a strong problem-solving orientation and commitment to customer service and continuous learning. Is adaptable, collaborative and a strong communicator who adheres to policies and respects confidentiality.</p>	
<p>Roles & Responsibilities:</p>	
<p>Strategy & Planning</p> <ul style="list-style-type: none"> • Perform network design and capacity planning in collaboration with the IM team. • Contributes to the development, implementation, and maintenance of service level agreements, procedures and associated training plans as a subject matter expert in the areas of network resource administration, appropriate use, and disaster recovery. • Work in close collaboration with the Junior MCK Network Administrator as well as the other IM Team members. 	
<p>Acquisition & Deployment</p> <ul style="list-style-type: none"> • Oversee installation, configuration, maintenance, and troubleshooting of network products and devices. • Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services. • Conduct research/analysis and develop recommendations on network products, services, protocols, and standards in support of network procurement and development efforts. 	



Operational Management

- Manage Virtual servers, Physical servers, and Backup servers and their associated operating systems and software.
- Manage network security, including firewall, internal and external connections, satellite locations, and intrusion detection systems.
- Manage all network hardware and equipment, including routers, switches, hubs, and UPS’s.
- Ensure network connectivity of all workstations.
- Administer all equipment, hardware and software upgrades for the network.
- Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
- Administer and maintain MCK’s active directory, including end-user accounts, permissions, and access rights.
- Perform server and security audits.
- Perform system backups and recovery.
- Monitor and test network performance and provide network performance statistics and reports.
- Recommend, schedule, and perform network improvements, upgrades, and repairs.
- Maintain and upkeep VoIP system and provide support to users where necessary.
- Manage projects related to upgrading the network, servers, firewall, phone system, infrastructure, and backup system, overseeing any supplemental project managers, contractors, professional service providers or support technicians related to these projects as needed.
- Serve as a secondary support for the management of Microsoft Office 365 administration duties.
- Provide guidance to junior members of the IM team.
- Request or provide IT advice from/to other EDC organizations' IT staff occasionally, as needed.

The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision-Making Authority:

- Determines best methodology and approach for new initiatives/projects.
- Decides on appropriate scheduling of upgrades and network maintenance to minimize impact on system availability.
- Determines which network products and services to recommend that best suit the needs of MCK.
- Assess user needs and decide on most appropriate resolutions/products, etc.

Accountability:

- Accountable to the Director of Information Management for reports and regular updates.
- Devise solutions for network issues.



- Security and compliance of MCK network.
- Evaluation and assessment of service level standards
- Conduct business with internal and external clients in a tactful, discreet, and courteous manner.
- Maintain confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives

Education & Experience:

- University Degree or a College Diploma in the field of computer science and two (2) years of relevant work experience.
- Certification in MCSE, CCNA, VMWARE or CompTIA (ITF+, A+, Network+, Security+, CySA+) is an asset.

Knowledge, Skills, Abilities, and Other Attributes:

- Working technical knowledge of network and PC operating systems.
- Extensive application support and help desk experience.
- Working technical knowledge of current network hardware, protocols and standards.
- Hands-on troubleshooting experience.
- Knowledge of data privacy standards.
- Strong written/oral, and interpersonal communication skills.
- Ability to conduct research into networking issues and products.
- Ability to present ideas in user-friendly language.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five-day work week in an office environment.
- Occasional overtime or on-call work may be required.
- Moderate stress and productivity pressure.

Competencies:

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Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Intermediate	Mastery	Intermediate	Core	Core	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Intermediate	Mastery	Core	Core		

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____