



Siksika Family Services Corporation Information Technology Technician

Job Posting –Permanent F/T

Closing Date – August 3, 2021



GENERAL STATEMENT OF POSITION:

Siksika Family Services Corporation (SFSC) is currently seeking an Information Technology Technician to join our team. The IT Technician will be responsible to diagnose, repair, and maintain hardware, network and software components to ensure the smooth running of the computer systems in SFSC. The IT Technician duties will also include installing and configuring computer hardware and being the primary point of contact for IT support with SFSC.

SUPERVISION RECEIVED: Will work under the supervision and direction of the Manager of Information Systems.

DUTIES AND RESPONSIBILITIES:

- Responsible for day-to day operations of the SFSC workstations, network, peripherals, phone, security systems and IT helpdesk.
- Set up and maintain servers, end user devices and all applicable peripherals with associated operating systems and software.
- Set up and maintain network hardware and equipment, including routers, switches, wireless access points.
- Recommend, schedule, and perform software and hardware improvements, upgrades, patches, reconfiguration, and/or purchases.
- Support the development and implementation of new technology installations.
- Maintain application servers to ensure the proper functioning of all computerized information systems.
- Administer add, move, and change requests, maintain end user accounts, permissions, and access rights.
- Perform system backups and recovery. Assist in the planning and implementation of Disaster Recovery exercises.
- *Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

EDUCATION AND EXPERIENCE:

- Post-secondary education related to information technologies is preferred.
- High School Diploma is required
- Minimum 1 – 2 years relevant work experience
- Willingness to take additional training as required.

WORK ENVIRONMENT:

- Physical moving and/or transferring of computer systems, peripherals, or equipment is required.
- Heavy workload.
- Will work with all levels of staffing from admin support to executive management team in meeting program needs.
- Work is performed in a typical office environment, with willingness to work after-hours.
- Travel is required.

Resumes should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. of posting closing date. **PLEASE QUOTE** Competition # 048-2021 on cover letter.

IMPORTANT: All applications must include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check
3. Copy of Drivers Abstract and Drivers License.

*Please Note: SFSC thanks all applicants and wishes to advise that only **complete** applications will be considered and only those candidates selected for an interview will be contacted.*