System Analyst – Networking & Infrastructure *REPOST*

Department:	Information Technologies Services	Competition #:	24-SS-07
Campus:	South - Windsor	Classification:	Support Staff
Posting Type:	External	Payband:	K
Status:	Full Time	Hourly Rate:	$44.52 - $51.62
Position Testing:	Yes	Hours Per Week:	40
Clerical Testing:	No		
Start Date:	As soon as possible	Closing Date:	Friday April 26, 2024 at 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

POSITION SUMMARY

The incumbent will act as one of the Lead Resources within the IT Enterprise Services department, under the direction of the Manager, IT Enterprise Services. The incumbent is responsible for the engineering, design, analysis, installation, configuration, maintenance, troubleshooting and operation of all College Enterprise Systems such as Active Directory, Password Control Systems etc., specializing in Network and Network Systems Applications such as LAN, WAN, DSL etc., and Microsoft SQL Server Databases. The incumbent is also responsible for all Enterprise hardware such as Firewalls, Network switches etc. This includes the installation, testing, and maintenance of various upgrade patches and fixes released by the Software vendors. He/she will be the gatekeeper for any changes, or modifications to the systems, define systems requirements, conduct gap analysis, and identify feasible alternative solutions and assists in the scope of modifications to the system and databases. The incumbent is responsible for determining and documenting the various affects an upgrade patch can have on the performance of another and also the systems as a whole. This will often necessitate the incumbent acting as a technical resource to quickly resolve/implement College requirements. The incumbent is also responsible for the design and implementation of all College Security relating to Information Technology, as well as being a member of the College's Disaster Recovery Team, which includes but is not limited to IT Enterprise back-ups. The incumbent must be able to integrate all systems and processes mentioned above.

In addition, the incumbent consults with users, vendors, management and provincial groups to determine needs, improve processes, design and develop automated solutions, define business rules, assess impact and adapt procedures as required.

CORE DUTIES & RESPONSIBILITIES

Provides leadership for large systems projects   **70%**

- Provides leadership on project teams consisting of user and technical staff, chairing meetings, organizing agendas, scheduling and documenting processes.
- Detailed technical design, development, testing, deployment and support of all College Enterprise systems including the Disaster Recovery Plan, Security and specializing in Network and Network Systems Applications.
- Designs, tests, implements and documents integration between various systems used within the College.
- Documents and adheres to appropriate system development standards and process methodology.
- Investigates and documents user needs or provincial mandates.
- Identifies goals and constraints, system inputs and outputs.
- Analyzes to achieve a high level of in-depth understanding of user processes and business rules. Produces well structured documentation for technical staff and user areas.
- Researches, negotiates and recommends alternate solutions.
- Designs and produces new systems ensuring appropriate involvement of other IT infrastructure staff.
- Designs, tests, implements and documents network structures and interfaces.
- Identifies the impact of new systems to procedures, business practices, forms, automated systems, staffing and overall organization.
- Creates and implements a plan to effect transition to new systems in a responsible, cost-effective and acceptable manner, including training and documentation.
- Trains users, liaises with user departments to monitor utilization of systems and measure success of solution.
- Acts as a mentor for other employees.

Provides Technical Support   **20%**

- Monitors and optimizes network performance.
- Plans, implements and maintains comprehensive backup procedures.
- Plans and performs network recovery as required.
- Plans for and installs all College IT Enterprise Systems releases.
- Plans for and installs Network and Network Systems patch bundles as required.
- Works with Security Manager to plan, design and maintain all systems' security.
- Manages multiple software application directories in a multi-database environment as required to support production, test and development environments.
- Provides internal network training and support.
- Tests, evaluates and makes recommendations of vendor supplied data management software systems.
- Performs quality assurance testing on the work of other IT staff to ensure adherence to standards.

- Provides technical expertise on areas of specialization or expert knowledge to management, IT staff and users as required.
- Assists in the planning and design of the Disaster Recovery Plan.

Finds solutions to problems involving a complex variety of computing and communications equipment and software, complex data structures and very complex sets of business rules   **8%**

Other duties as assigned   **2%**

MINIMUM QUALIFICATIONS
EDUCATION
The ideal candidate must possess a minimum of a 4-year degree in Information Technology/Systems Program, or equivalent. The ideal candidate will also possess formalized training in MS SQL, Database Architecture, Internet Architecture, A+ certification, Security certification, Network Certification, and Information Technology Infrastructure Library Certification.

EXPERIENCE
The ideal candidate must possess a minimum of 5 years' experience in the Information Technology field, a majority of this time must involve analysis in a mainframe or multi-user / tasking environment, along with SQL and security administration experience. This must include one to three years' experience with Network and Network Systems architecture.

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

ANALYSIS & PROBLEM SOLVING
- Selecting Systems solutions to meet new and emerging needs.
- Identifies goals, constraints and System inputs and outputs.
- Production of network structures and interfaces.

PLANNING/COORDINATING
- Planning and design for the installation/set up of all Systems renewal, reconfiguration and integration.
- Planning comprehensive work schedule for network recovery activities.
- Managing multiple and conflicting projects while simultaneously acting as a technical resource.

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Please forward your resume quoting the competition # by online application at
https://www.stclaircollege.ca/careers/apply. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system:
https://intranet.stclaircollege.ca/human-resources/job-application-form.html

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

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