

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

## System Administrator

## **PURPOSE OF THE POSITION**

The System Administrator takes a lead role in the installation, administration and support of Matawa Education systems primarily operating on Apple platform. Working closely with Matawa Learning Centre, PASS staff, education authorities and IT Technician, the System Administrator will also lead the development and implementation of IT and Security policies, procedure, standards and guidelines which are required to support effective planning, maintenance and management of education department systems. The System Administrator is a key role in the department who will ensure that education department systems are able to support the key initiatives across the department. The System Administrator also ensures that department staff is provided with ongoing technical support and training.

## **SCOPE**

Reporting to the PASS Program Administrator, the System Administrator works within the Pathways to Achieve Student Success (PASS) program at Matawa First Nations Education department. The System Administrator will ensure that technology infrastructure that is required to support the needs and growth of the PASS program as well as Matawa education department is available and able to operate effectively and efficiently. The System Administrator is a critical role within the Matawa education department to ensure in-scope systems are planned and maintained.

## **RESPONSIBILITIES**

### 1. Installation, administration and support of systems

#### *Main Activities*

- Apple based systems i.e. class room, lab and servers administration
- Installation and configuration of Mac OS X and other related operating systems as well as related software.
- Apple (Mac) and Windows technology integration and management
- TCP/IP network configuration for relevant Apple based client systems and servers
- Assembly and mounting of Server Racks
- Creating and testing cabling
- Testing of remote connections to and from Apple based server installations
- Implementation of security policies as required
- Implementation of communication devices such as routers and switches

### 2. Provision of training and on-going technical support

#### *Main Activities*

- Liaise with staff members of the Matawa Education Department and provide required support for Apple based systems
- Provide on-site and help desk technical support as required
- Facilitate technical training sessions for Matawa education department and technical staff as required
- Work very closely and as required, serve as a backup for IT Technician in Windows and Linux based server management.

- Share the knowledge and understanding of infrastructure as well as management processes for Database systems housed at Matawa Learning Centre and community schools with FNSSP technical staff members.
- Provide support on as required basis to FNSSP technical staff members.

3. Administrative duties

Main Activities

- Provide internal program reporting and technical support as required by the Education Department Manager.
- Provide daily updates to the PASS Program Administrator.
- Provide updates upon request to the Matawa Regional Advisory Committee on Education.
- Assist with the preparation of reports and proposals related to the Pathways to Achieve Student Success program.

4. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Completion of a post-secondary program in information technology, or an equivalent combination of education and experience
- Strong knowledge and understanding of Mac and Windows technologies and their integration
- Strong understanding of TCP/IP network protocols and client and server architecture
- Basic understanding of different flavors of Linux (e.g., RedHat, CentOS etc.)
- Thorough understanding of Apache and Tomcat configuration, support and maintenance
- Understanding of school and community needs which utilize remote satellite internet access is advantageous
- Knowledge of Apple based application software; specifically related to Education
- Experience installing/configuring Microsoft Servers and Mac OS X operating systems and related software as well as integration
- Experience in assembly and mounting of Server Racks, and creating and testing cabling;
- Configuring local area network security, wired and wireless routers and printers;
- Experience with Mac OS X and MySQL administration
- Knowledge of Ojibway is an asset.

## **Skills**

The incumbent must demonstrate the following skills:

- Interpersonal and leadership skills
- Technical writing skills
- Excellent oral and written communication skills
- Ability to maintain high level of confidentiality
- Stress Management
- Workload balance

## **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of System Administrator. The incumbent must also demonstrate the following personal attributes:

- Demonstrated interpersonal and leadership skills
- Physically fit; and able to work outdoors, in confined spaces, and not afraid of heights
- Ability to work effectively with school staff, students, parents, administration staff, government and First Nation organizations

## **WORKING CONDITIONS**

### **Physical Demands**

The System Administrator may have to travel throughout the communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The System Administrator may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Education building may be a busy facility. The System Administrator may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The System Administrator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. The System Administrator may from time to time be required to work in confined spaces or at heights, including indoors and outdoors in different weather conditions.

### **Sensory Demands**

Sensory demands can include reading and use of the computer that may cause eyestrain and occasional headaches. The work environment around the System Administrator may be noisy and very busy which may make it difficult for the individual to concentrate.

### **Mental Demands**

The System Administrator will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

# CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> David Paul Achneepineskum                      Date Chief Executive Officer's Signature	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.