REGIONAL DISTRICT OF NANAIMO

EMPLOYMENT OPPORTUNITY

Information Technologist

Permanent Full-Time / External
Information Technology
Competition No.: 2020-012

🌐 www.rdn.bc.ca

✉ rdncareers@rdn.bc.ca

SKILLS/EDUCATION

- Undergraduate degree in Computer Science
- Five (5) years direct experience installing, supporting, and maintaining network systems and databases
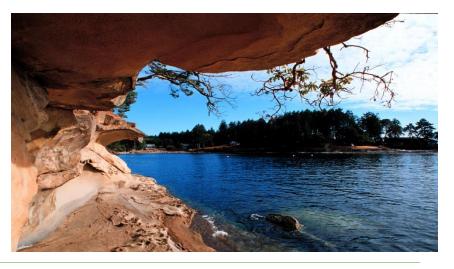- Training and instruction experience
- Valid BC Driver's License

APPLICATION DETAILS

Please quote competition 2020-012 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit **via email** to rdncareers@rdn.bc.ca.

Applications can also be faxed to 250-390-4163 or mailed to:
Attention: Human Resources
Main Reception, Administration Building
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Applications will be accepted until: 4:00 pm, on January 31, 2020

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Permanent Full-Time Information Technologist working with Information Technology, in the Corporate Services Department.

Reporting to the Manager of Information Technology and GIS, the Information Technologist contributes to the effective operation of the Department through the creation, support and maintenance of networked hardware and software. Duties include, resolving and providing support for file management, applications and hardware problems; monitoring network traffic and systems performance; performing research and providing advice with respect to technology implementation; performing and assisting with software upgrades and hardware changes; providing technical training to staff; coordinating installation, configuration, maintenance, and monitoring of corporate databases; and other related duties, as required.

QUALIFICATIONS

Qualifications include an undergraduate degree in Computer Science, plus five (5) years direct experience installing, supporting, and maintaining network systems and corporate databases, or an equivalent combination of training and experience. In addition, applicants must have experience with Microsoft Network Operating Systems, network applications, and telecommunications equipment and infrastructure, as well as, training and instruction experience.

Other skills include, proficient in word processing, spreadsheet, and database computer applications; excellent communication, interpersonal, and organizational skills; basic knowledge of electronics; and must have a valid BC Driver's license.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union Position. The (2020) rate of pay is $37.79 to $39.78 per hour, and the position is subject to final Board Approval of the RDN 2020 Budget. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

Visit the RDN website at www.rdn.bc.ca for more information on the Regional District of Nanaimo.

Information Technologist

Corporate Services (Information Services)

JOB SUMMARY

The Information Technologist contributes to the effective operation of the Information Services Department through the creation, support and maintenance of networked hardware & software including PCs, Servers, and systems including corporate database systems and other related peripheral equipment. This position supports the Information Services department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Resolves and provides support for file management, applications and hardware problems associated with network and data communications systems.

- Monitors network traffic and systems performance and performs corrective and preventative services.

- Performs research and provides advice when applicable with respect to technology implementation planning for telecommunications infrastructure, network equipment, file servers, PCs and software as required.

- Performs and/or assists with software upgrades and hardware changes as required.

- Provides technical training to staff, as required.

- Assists in the acquisition of hardware and software following corporate purchasing policies.

- Responsible for ensuring completion and integrity of data backups in accordance with departmental procedures.

- Performs and coordinates installation, configuration, maintenance and monitoring of corporate databases, including performance optimization and backup as required.

- Performs installation, configuration maintenance and monitoring of corporate telecommunications infrastructure as required.

- Works closely with departments to ensure installed databases are properly integrated and optimized with corporate business applications.

- Provides technical support to end users of corporate databases including data integration and security setup where required.

- Maintains documentation related to corporate databases as required.

- Directs consultants and contractors on special projects as required.

- Assists in the maintenance of the District's Internet web page and Intranet site.

- Assists in the implementation of Information Systems policies within the District.

- Performs other related duties, as required.

JOB QUALIFICATIONS

Education/Experience

- Undergraduate degree in Computer Science plus 5 years direct experience installing, supporting and maintaining network systems and corporate databases including project management or an equivalent combination of training and experience.
- Experience with Microsoft Network Operating Systems, network applications and telecommunications equipment and infrastructure. Training and instruction experience in the area of information systems technology.

Skills/Abilities

- Proficient in word processing, spreadsheet and database computer applications and knowledge of basic office equipment.
- Excellent communication, interpersonal and organizational skills and ability to produce clear and concise reports and recommendations on a variety of complex issues.
- Demonstrated project management skills and proven ability to organize/prioritize a multitask workload, take initiative and be flexible.
- Basic knowledge of electronics.
- Solid working knowledge in the following: MS Access, Excel, Word, Data backup software and data backup procedures, Microsoft workstation and server operating systems, Corporate e-mail (MS Exchange), MS Internet Information Server (IIS), network topologies and architectures and Internet/Intranet applications.
- Ability to work independently with minimal supervision, work well under pressure and to deadlines.
- Excellent problem-solving skills related to desktop and network hardware and software systems.
- Superior ability to diagnose, troubleshoot and repair databases and client applications.
- Must have a valid BC Driver's license.

Reporting Relationship

Reports to the Manager, Information Services.