



CMHA BC Division
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Job Opportunity Network Administrator

ABOUT THE JOB

Canadian Mental Health Association BC Division is looking for a Network Administrator that provides technical knowledge and expertise around cisco switches, sophos firewalls, hyper-v virtualization, windows server security, network backups, managing enterprise network, devices and systems, automating systems, maintaining servers, disaster recovery and has access to confidential data. The Network Administrator reports to the IT Manager.

DUTIES AND RESPONSIBILITIES

- Make recommendations to the Manager Information Systems regarding risk mitigations, service/system improvements and investment opportunities, aligned with the needs of the organization.
- Identify, report, and mitigate service impacting problems as they relate to the IT infrastructure whether cloud-hosted or on premise.
- Provide recommendations toward IT roadmap and architecture.
- Monitor and analyze network performance across the organization's LANs, WANs and wireless deployments, ensuring the stable operation and efficient performance of company networks, including remote access and security perimeter.
- Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts. Evaluate and recommend for purchase networking hardware and software products.
- Perform on-site analysis, diagnosis and resolution of complex network and security problems for a variety of end users and recommend and implement corrective hardware and software solutions, including off-site repairs.
- Develop and implement policies, procedures and associated training for network resource administration and appropriate use along with establishing connectivity and uptime service level agreements.
- In collaboration with the Manager Information Systems, participate in cyber-threat prevention, detection, and response planning.
- Manage network components: Windows Servers, Active Directory, Exchange, Office 365 server backups, licensing network infrastructures and devices (firewalls and switches), Hyper-V, ESXi, Veeam.
- Deploy, configure, and maintain both on premise and cloud-hosted infrastructure platforms and servers, including maintenance and monitoring of back-ups, high availability and disaster recovery planning.
- In collaboration with the Manager, Information Systems establish pre-qualified vendor lists, procurement and support contracts for organization's IT infrastructure needs and oversees the day-to-day purchasing of agreed upon standardized IT equipment for the organization.
- In team collaboration, planning, and managing infrastructures and migrations.
- Supporting Level 1 and 2 teams with advanced technical issues and providing guidance and coaching.

QUALIFICATIONS AND EXPERIENCE

Education and Experience:

- Bachelor's degree in IT, computer science, or related field of study.
- 5 plus years of related IT experience in a Network Administration and Security role such as, but not limited to, Microsoft Windows Server 20xx, Microsoft IIS, Cisco Certified Network Associate, Firewalls, MCSA, Hyper-V is a requisite.
- Experience working with traditional on-premises and cloud networking & telecommunications technologies.
- Working knowledge and certifications relating to Cisco LAN technologies and hardware including switching, routing, wireless and unified communications, ISE, DNS/DHCP, SIEM, SD-WAN, load balancers, firewalls, threat protection/prevention, IPsec Tunnels, NAT/PAT, LDAP and Active Directory, Protocol analysis, and application performance management considered an asset.
- Ability to work in a team environment. Ability and availability to provide extended hours and off-hour support.
- CCNA, CCNP certification

Working conditions

- 37.5 hours/week
- Flexibility to travel occasionally if required.
- Flexible working schedule - being available in non-core hours relative to assignments
- Performance shall be reviewed annually by the IT Manager.
- Combination of working from home and working from office required.
- This is an excluded role and the salary range is between \$63,000 – 91,000 depending on education and experience.

HOW TO APPLY

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to careers@cmha.bc.ca by 5 p.m. March 29, 2023. The subject line should mention " Network Administrator ". We regret that only short-listed candidates will be contacted to schedule an interview.

For more information about CMHA, BC Division, visit our website at www.cmha.bc.ca.

ABOUT US:

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

We are an equity-based employer and different identities and backgrounds make us stronger. We encourage applications from people of diverse abilities, ages, gender identities and sexual orientations, as well as people who are racialized or Indigenous (First Nations, Inuit, and Métis people).