



Swan Valley School Division
invites applications for the position of
Network Administrator
at Swan Valley School Division,
effective December 16, 2024, or as mutually agreed.

Position: Responsible for the operation & maintenance of our network

Location: School Division Office

Shift: Monday to Friday, 40 hours per week.

Permanent or Term: Permanent Position, 12 months

Application Deadline: November 29, 2024, at noon.

Salary: To be determined.

Conditions of Employment:

Must be legally entitled to work in Canada.

Completed Criminal Record Checks including the Vulnerable Sector and Child Abuse Registry Check.

Qualifications:

Essential:

- Apply relevant training to the operation of the network with both VMWare and physical servers, switches, phones, access points, and cameras.
- Maintain operating systems and security updates.
- Update and monitor the camera system status.
- Maintain personnel and student accounts in the active directory with connections to Office 365 and Google Domain.
- Support active directory printer and drive management, SCCM application management, SQL server management, workstation imaging, Wi-Fi operation, Great Plains accounting software management, and VOIP telephone service.
- Possess a valid Manitoba Class 5 Driver's License.

Desired:

- Demonstrated ability to work with a minimum of supervision.
- Demonstrated ability to use sound judgement in making decisions.
- Demonstrated acceptable safety and job performance relevant to this position.
- Demonstrated effective interpersonal skills.
- Excellent communication skills, both written and verbal.

If you want to belong to a team where our mission is to create an inspiring, learning community where all belong, contribute, and succeed, please apply with a cover letter and resume (include three references) to: **Rob Tomlinson, Superintendent. Submit the application package to hr@svsd.ca.**

Candidates chosen for an interview will be contacted. Interview accessibility accommodations are available upon request.

Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages, and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).