Job Posting

Association of Municipalities of Ontario

SYSTEMS ADMINISTRATOR

The Association of Municipalities of Ontario (AMO) is a non-partisan, non-profit, membership organization representing Ontario's municipal governments. AMO supports and enhances strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario and Canada's political system.

Overview:

As a member of the Finance and Operations team, the Systems Administrator supports and manages the network, software layers and associated services for the Association's business units (AMO, LAS, One Investment, ROMA, MEPCO, OSUM) and contributes to the design and implementation of new services and applications.

Responsibilities:

Reporting to the Director of Finance and Operations and working closely with the IT Technical Lead, the System Administrator configures, monitors, and maintains the network infrastructure, Windows and Linux servers, desktops, monitoring systems and other infrastructure elements. The Systems Administrator provides support and application training to both internal staff and external clients. The System Administrator also participates in efforts to continuously improve and streamline service offerings. This person will be a key resource in business continuity execution, disaster recovery and support planning.

1. System and Network Administration

- Configure, deploy, upgrade, and manage servers, desktops, and network hardware
- Manage server configurations and performance in a virtualized private cloud
- Prepare recommendations for new hardware, operating system, server configurations and deployment practices

- Assist in developing and implementing monitoring strategies for system resource usage, performance, and security
- Create and maintain network topology diagrams and other technical documentation
- Other system administration activities as required

2. Systems Development

- Participate in research, design and implementation of new services and enhanced capabilities
- Research vendor solutions, obtain costing information and product features to prepare analysis for Director of Finance and Operations

3. End User Support

- Provide support and training to both internal staff and external clients
- Assist in developing implementation plans, user guides and training material

4. Security Policy Development

- Provide support, guidance, and recommendation to the Director of Finance and Operations and IT Technical Lead relating to the development and implementation of information security controls, policies, and best practices

5. Other

- Coordinate the purchase, delivery, and installation/setup of hardware and software
- Other duties as required

Qualifications:

The ideal candidate will have a degree in computer science or related field and at least five years' experience in a systems role, including web server management or an equivalent combination of education and experience.

- Extensive Windows, Azure and Office365 administration and networking
- SharePoint Online and One Drive administration
- Cisco ASA, VPN and WIFI configuration and management
- vCenter platform, management, and maintenance. NSX-V familiarity an asset
- Systems configuration management with software like KACE or InTune
- Experience with Salesforce CRM and report builder would be a strong asset
- .NET and PHP website systems management on IIS and Apache. Understanding of continuous integration and versioning with GitHub or similar repository
- Experience with as many of the following: Drupal, PHP, C#, JavaScript, Mapbox, JSON to support developer deployment, troubleshoot system issues and misconfigurations

- MSSQL and MYSQL query, configuration, recovery, and database administration
- Dell server hardware and SAN (or similar technologies)
- Ability to master complex and evolving technologies, frameworks, and service architectures
- Strong written and oral communication skills
- Scripting and programming experience using a variety of languages and frameworks

This position is based in Toronto. AMO offers a competitive salary and benefit package including defined benefit pension.

In your application, please include any certifications relevant to the listed qualifications and date acquired or renewed.

To apply, please send your application including cover letter directly to hr@amo.on.ca referencing in the subject line "IT Systems 2021" by no later than Thursday, May 6, 2021. Please send your application in PDF format.

Only those selected for an interview will be contacted.

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