

IT 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.

As a member of the Finance and Operations team, the IT Systems Administrator is responsible for supporting and managing the Association's network, software systems, and related services across its business units (AMO, LAS, One Investment, ROMA, MEPCO, and OSUM).

The successful candidate will bring strong technical skills, sound judgment, and a practical approach to delivering reliable, well-managed technology services.

Reporting to the IT Manager, you will support day-to-day IT operations while also contributing to infrastructure improvements and modernization initiatives. This role combines operational responsibility with project-based work, offering the opportunity to help design and implement new capabilities, improve system reliability, and support disaster recovery and business continuity efforts in a collaborative environment.

Key Accountabilities Include

- Manage and support Windows and Linux server environments, including Microsoft 365 and Azure resources
- Support firewall, Wi-Fi, network, and VPN services, and contribute to ongoing security improvements
- Maintain systems and applications through regular patching, upgrades, and configuration changes
- Monitor system performance and availability, responding to alerts and issues as they arise
- Configure, monitor and test backups and disaster recovery processes. Contribute to business continuity planning
- Install, configure, and support virtual servers, end-user devices, network equipment, and AV systems
- Work with third-party vendors to support and update hosted web applications
- Participate in technology upgrades, new system implementations, and automation efforts
- Lead assigned projects end-to-end, including planning, implementation, and documentation
- Author technical documentation, diagrams, configurations, user guides and training materials
- Provide technical support and guidance to internal staff and external clients as needed

Qualifications

- 6+ years of experience in a systems administration or infrastructure role
- Bachelor's degree in computer science, information technology, or a related field (or an equivalent combination of education and experience)
- Strong knowledge of Windows Server, Azure and Microsoft 365
- Hands-on understanding of core networking concepts such as TCP/IP, DNS, DHCP, VLANs, and VPN
- Experienced with firewall and VPN technologies (Fortinet experience is an asset)
- Familiar with endpoint and configuration tools such as Autopilot and Intune
- Working knowledge of web servers (IIS, Apache) and databases (SQL Server, MySQL)
- Excellent organizational, documentation and troubleshooting skills
- Effective communication skills with both technical and non-technical stakeholders
- Ability to work independently while collaborating effectively within a team environment
- Comfortable managing multiple priorities and balancing operational tasks with project work
- Eagerness to learn new technologies and adapt to evolving IT environments

Nice to Have

- Exposure to SIEM, DMARC, Linux
- Creating dashboards and reports to monitor system changes and usage
- Understanding of vulnerability management and pen testing
- Experience with CRM platforms such as Salesforce
- Relevant technical certifications

Other Important Information:

The position is for an existing vacancy.

Salary Range: \$97,000 - \$113,000

Reported place of employment is our Toronto office currently located at 155 University Avenue, Toronto, Ontario. Our general hours of operations are 8:30 a.m. to 4:30 p.m.

AMO currently has a hybrid work onsite and from home policy in place that may allow for a hybrid work arrangement for employees who meet the terms and conditions of the policy. The hybrid work onsite and from home policy is subject to change.

Application deadline: 4:30PM February 25, 2026

Email application to: careers@amo.on.ca referencing “AMOITSYS2026”

Please send cover letter and resume as a single document in PDF format.

We thank all those who apply but advise that only those applicants selected for an interview will be contacted.

AMO is an equal opportunity employer and is committed to inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage members of racialized communities, Indigenous persons, persons with disabilities, women, and persons of any sexual orientation or gender identity.