

## 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 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).

Reporting to the IT Manager, this role prioritizes security hardening and will be a key resource in incident response, disaster recovery and business continuity execution.

The role will also lead technical projects, design and implement new capabilities, automate processes and provide support and training to both internal staff and external clients.

### Key Accountabilities Include:

- Oversee and refine our vulnerability management, software upgrades and security patching processes
- Manage and identify gaps in our alerts, dashboards and reports to ensure consistent service delivery
- Author technical documentation, diagrams, configurations, user guides and training materials
- Configure and monitor backups, maintain and test disaster recovery plans and redundancy strategies
- Lead in the research, design, and implementation of system enhancements and new capabilities
- Collaborate with 3<sup>rd</sup> parties to maintain and update custom applications hosted on our systems
- Install, configure, test, and manage virtual servers, end-user devices, audiovisual systems, and network hardware
- Take lead on SIEM tickets and advise on ways to improve our cyber security posture
- Other duties as assigned by the IT Manager

## Qualifications:

The ideal candidate will have a degree in computer science or related field and at least 8 plus 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
- Expertise in systems configuration management with Intune
- Expertise in Fortinet firewalls and VPN secure configuration and management
- Familiarity with Linux and VMware private virtual clouds
- Experience with NIST, CIS or ISO cyber security frameworks would be an asset
- Experience with a CRM such as Salesforce would be a bonus asset
- Demonstrated experience with IIS and Apache or similar to support developer deployment, troubleshoot system issues and misconfigurations
- Demonstrated experience with MSSQL and MYSQL configuration, recovery, and database administration
- Practical knowledge of SIEM, SSO, DMARC, SNMP and DNS
- Ability to master complex and evolving technologies, frameworks, and service architectures
- A results-oriented individual who thrives working in a fast-paced environment

This position is located at AMO's Toronto Office. AMO has a hybrid workplace policy, including limited remote working provisions, subject to its terms and conditions. AMO offers a competitive salary and benefit package including defined benefit OMERS pension plan.

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 [careers@amo.on.ca](mailto:careers@amo.on.ca) referencing in the subject line "IT Systems Administrator" by no later than Friday, December 19, 2025. Please send your application in **PDF** format.

Only those 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.*