

POSITION: Systems Administrator

IMMEDIATE SUPERVISOR: Superintendent of Education

Assignment:

The Systems Administrator provides a variety of information technology support services related to the effective and efficient operation of the Battlefords Agency Tribal Chiefs Education Board Office and school facilities associated with BATC Education.

Training:

The Systems Administrator will have completed successfully a minimum three-year program in information technology (or equivalent) at a recognized institution.

Skills, Abilities and Personal Attributes:

The Systems Administrator will possess or demonstrate the following:

1. Technical skills needed to accomplish the duties and responsibilities set out below.
2. A valid driver's license.
3. Superior communications skills so as to relate to, and train staff.
4. Superior inter-personal skills with the ability to establish and maintain effective working relationships.
5. The skills and abilities required for project management.

Duties and Responsibilities:

1. At the request of the Director of Education, or designate, research educational and administrative technology needs, and develop suitable reports.
2. Recommend the purchase of the most appropriate technology for our applications.
3. Assemble, configure, install, and test computers and peripheral equipment in all Battlefords Agency Tribal Chiefs Education facilities.
4. Install software and assist in the training of staff as required.
5. Be the primary resource person in troubleshooting hardware, software, network, or operating problems.

6. Set up and administer networks as assigned.
7. Maintain Computer Use Agreements for all BATC Education staff.
8. Establish and maintain computer assignment logs for all BATC Education computers and peripherals that are for out-of-office use.
9. Establish and maintain an inventory control system for all BATC Education information technology software and equipment.
10. Ensure that all operational systems and software in use by BATC Education meets copyright requirements.
11. Respond to calls regarding equipment failures and perform repairs or refer repairs to external suppliers.
12. Establish and maintain appropriate data backup systems to preserve data integrity.
13. Maintain current knowledge of technological developments through reading, research, and training courses as authorized.
14. Provide information technology support services to BATC staff as authorized by the Director of Education or designate.
15. Perform other technology-related duties as assigned.
16. Observe all pertinent Board policies and administrative procedures and maintain strict confidentiality with regard to the affairs of BATC Education, its employees, and students.