



TREATY THREE POLICE SERVICE

Employment Opportunity

Information Technology Systems Administrator - North Detachment (Kenora)

Treaty Three Police Service is seeking a dynamic and enthusiastic individual to assist the organization in successfully meeting its mandate and mission statement. The Information Technology Systems Administrator for our North Detachment in Kenora, ON is responsible for ensuring all systems and services are operational and secure. This includes providing support for all Treaty-Three Police Services (T3PS) areas of operations and its personnel while working with an I.T. Service Provider to assist in projects and help desk tasks.

As a full-time, permanent position within our 24 hour policing service, the role may require flexibility in working hours, including evenings and weekends. Treaty Three Police Service offers competitive salaries, pension, benefit coverage and paid vacation.

Essential Duties/Responsibilities:

- Strong interpersonal skills, with a focus on listening, appropriate questioning skills and responding objectively to the thoughts and ideas of others.
- Provide technical expertise and support to client users by diagnosing and troubleshooting hardware, software, and network problems in relation to overall system performance, investigating problem areas.
- Manage backup and disaster recovery plans.
- Manage and troubleshoot computer equipment, Local Area Network/Wireless Area Network (LAN/WAN), including all related switches and peripherals with assistance from supporting teams as required.
- Thoroughly document, track, monitor incidents and problems; ensuring timely resolution while adhering to change control procedures.
- Recommending enhancements or improvements; implementing modifications; maintaining the operation of business and policing environment applications and hardware.

Qualifications:

- Must be a Canadian citizen or permanent resident;
- Diploma in an Information Technology related discipline from a recognized Community College or University with Canadian accreditation
- Preferred experience and/or understanding of Microsoft Active Directory, Group Policy, Microsoft Office Products, Server and virtual server technologies, Data and voice network technologies and related hardware, I.T. Security strategies and related technologies.
- Hands-on knowledge of firewalls, intrusion detection systems, anti-virus and spam filtering software, data encryption.
- Manage multiple assignments simultaneously and have strong organizational skills.
- Knowledge or experience with Axon Technologies is a plus.
- Knowledge of evidence systems and processes is a plus.
- Accuracy and attention to detail are crucial.
- Must possess cultural sensitivity and a familiarity with the Treaty Three area.
- Must possess a valid Class G Driver's License

The preferred candidate will be required to undergo a thorough background screening check.

Entry Level Rate \$42.50/hr, with potential for progression to \$51.10/hr

Interested applicants are encouraged to submit a cover letter and detailed resume along with a Treaty Three Police Service Consent to Disclose form to [hiring@t3ps.ca](mailto: hiring@t3ps.ca) using "JP009-2024" in your email subject line to reference the posting you are applying for by **Tuesday, June 25, 2024 at 4:00 p.m.**

The Treaty Three Police Service appreciates the interest of all applicants; however, only those who receive an interview will be contacted.

As an Indigenous employer we encourage First Nations, Inuit and Metis applicants to apply.