



COUNSELLING AND SUPPORT SERVICES of S.D. & G.  
SERVICES DE COUNSELLING ET DE SOUTIEN de S.D. & G.

# JOB POSTING

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## INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR (CONTRACT)

In the spirit of reducing organizational barriers to services for children and adults within the local developmental services sector in SD&G, Counselling and Support Services and SD&G Developmental Services Centre are in the process of amalgamating. We are currently seeking a qualified and passionate individual to assist in the streamlining/transformation of our Information Technology systems. This is an 8-week contract position with the possibility of an extension in April 2019.

### **RESPONSIBILITIES AS INFORMATION TECHNOLOGY (IT) SYSTEMS ADMINISTRATOR:**

- Facilitate the transition from exchange and terminal servers to cloud-based Office 365 systems
- Oversee the upgrade of our client information database, Caseworks, and provide support to users throughout the transition
- Assist with the relocation and setup of existing information technology related infrastructure
- Research, design and implementation of centralized telephone and fax systems to serve all office/service locations (5)
- Research and make recommendations for new infrastructure (laptops, presentation and teleconferencing equipment, etc.)
- Receive, prioritize, document and actively resolve end user help and deployment requests.
- Coordinate other IT support activities such as networking, remote connectivity, telephony and voicemails, printers, tables, cell phones, etc. as required
- Provide ongoing information technology related support for users throughout the term of the contract.
- Perform other duties as required

### **SKILLS & QUALIFICATIONS:**

- College diploma or university degree in the field of computer science and/or 3 to 5 years equivalent work experience
- Experience working in a team-oriented, collaborative environment
- Experience with desktop and server operating systems
- Proficiency with network hardware/software
- Highly analytical, logical thinker with strong troubleshooting skills
- Highly self-motivated and directed, able to work independently
- Experience launching new systems and training/supporting users throughout the process
- Ability to effectively prioritize and execute tasks in a demanding environment
- Ability to present ideas in user-friendly language
- Ability to lift and transport moderately heavy equipment such as computers and peripherals
- Valid Driver's License
- Clean Vulnerable Sector Check

### **WORKING CONDITIONS:**

This position will be working primarily from our Cornwall Office at 26 Montreal Road but travel to other office/service locations within Cornwall, Alexandria and Winchester may be required. Mileage for travel to locations outside of Cornwall will be paid.

### **STARTING SALARY:**

\$35.00 per hour, 35 hours per week, 8 week contract

*All interested parties are invited to submit their resume and cover letter to the attention of  
Jessica Bourdeau, Director of Administration & Human Resources, at [jboudeau@css-sdg.ca](mailto:jboudeau@css-sdg.ca)  
no later than **4:00 PM on Friday, February 8, 2019.***

*We thank all applicants for their interest, however, only those under consideration will be contacted.*