



POSITION DESCRIPTION

POSITION TITLE: SENIOR NETWORK ADMINISTRATOR

DEPARTMENT: INFORMATION TECHNOLOGY

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL COORDINATOR IT INFRASTRUCTURE

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Reporting to the Regional Coordinator, IT Infrastructure, the Senior Network Administrator builds and implements systems to facilitate information services for the Interlake- Eastern Regional Health Authority. This includes installing, configuring, maintaining and supporting all local and wide area network connections, corporate servers associated software and communication links.

The Senior Network Administrator along with other team members helps troubleshoot network performance issues. The position of Senior Network Administrator functions in a manner consistent with and supports the mission, vision and values of the Interlake- Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Works closely with others maintaining the Interlake – Eastern RHA server systems.
- Recommends any improvements, modifications or replacements of server infrastructure components.
- Monitors and analyzes network performance across the organizations servers and storage infrastructure.

- Monitors system capacity to determine its effect on performance and recommends enhancements to meet new or changing network demands.
- Configures and troubleshoots servers and their associated operating systems and software when necessary.
- Installs and configures all server and storage hardware and equipment.
- Performs, monitors and tests data backup and related problems.
- Works with vendors to resolve complex network problems.
- Maintains confidentiality with regard to the information being processed, stored or accessed by the servers.
- Participates in IT department on-call rotation.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- College diploma or university degree in the field of computer science or an equivalent combination of education and experience.

REQUIRED KNOWLEDGE:

- Strong knowledge of network management and analysis tools required.
- Knowledge of firewalls, intrusion detection systems, and other tools required.
- Knowledge of applicable data privacy practices and laws.

EXPERIENCE REQUIRED:

- Minimum two (2) years of related health care work experience required.
- Extensive hands-on technical knowledge of server management, data backup, active directory, email protocols and standards preferred.
- Experience working in a virtualized server environment.
- Extensive client/ server and operating system experience with MicroSoft and Linux.
- Hardware, software and network connection troubleshooting

SKILLS/COMPETENCIES:

- Ability to conduct research into client/server issues and products required.
- Highly self-motivated and directed.
- Proven analytical and problem-solving abilities required.
- Ability to prioritize and execute tasks in a high-pressure environment required.
- Demonstrated ability to function effectively as a member of a team.
- Demonstrated effective communication skills, both verbal and written, with individuals and groups.
- Demonstrated ability to adapt and apply knowledge/ skills in a variety of environments across a variety of electronic systems and applications.

- Evidence of ongoing professional development.
 - Demonstrated ability to work and make decisions both independently and interdependently.
 - Valid drivers license and access to vehicle required.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: _____
Date

Revised: _____
August 2018
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.