



## Rainy River District School Board

Invites applications for the position of

# Network Technology Specialist

Job Posting #2021-49

**Location:** Education Centre

**Salary:** \$45,545 - \$67,304

**Regular Hours of Work:** 8am- 4pm, Monday to Friday

### **Position Summary:**

Reporting to the Assistant Manager of Information Technology Services, the Network Technology Specialist will be responsible for the installation, testing, smooth operation, and administration of all components of the Information Technology systems within the Board. Specifically, as Network Technology Specialist, your duties will include:

- Responsible for the installation, maintenance, administration and support of computers, devices, servers, peripherals and network components that comprise the local and wide area networks of the Board.
- Responsible for identifying and rectifying problems with hardware and software.
- Analyze current and future needs and recommending hardware and software solutions.
- Provide telephone support to various users as required.
- Ensure compliance with software licensing agreements.
- Perform other related duties as required by the Assistant Manager of Information Technology Services.

### **Qualifications Required:**

- University degree, college diploma, or equivalent, specializing in Computer Science or a related field
- Excellent interpersonal and communication skills, both written and verbal, to be used in dealing with technical and non-technical users
- The ability to rapidly acquire knowledge on non-standard applications, which requires excellent problem-solving abilities and technical skills
- The ability to work well under pressure, have excellent time management skills, and be able to work independently
- Knowledge of Office 365 and/or Google Management Consoles is an asset

Please apply in writing, **quoting job posting #2021-49 by 4:00 PM on November 25, 2020**. Applications must include the Board's [Application Form](#), a cover letter, current resume and the [Reference Authorization Form](#), including three references (one of which must be from a current or recent supervisor).

### **Please submit these documents to:**

Human Resources Department  
Rainy River District School Board  
522 Second Street East  
Fort Frances, ON P9A 1N4  
Email: [humanresources@rrdsb.com](mailto:humanresources@rrdsb.com)  
Fax: (807) 274-1950

**Accommodation in the recruitment process is available upon request for applicants with disabilities.**

For further information please contact:  
Human Resources Department, 807-275-4981

We thank all applicants but only those invited for an interview will be contacted.

**R. Roy**  
Chair

**H. Campbell**  
Director of Education



## Rainy River District School Board

### Job Description

Job Title:	Network Technology Specialist
Department:	Information Technology Services
Employee Group:	Non Union
Supervisor:	Assistant Manager of Information Technology Services
Date:	July 24, 2017
Location:	Education Centre

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#### **Position Summary:**

Reporting to the Assistant Manager of Information Technology Services, the Network Technology Specialist will be responsible for the installation, testing, smooth operation, and administration of all components of the Information Technology systems of the Board.

Specifically, as Network Technology Specialist, your duties will include:

- Responsible for the installation, maintenance, administration and support of computers, devices, servers, peripherals and network components that comprise the local and wide area networks of the Board.
- Responsible for identifying and rectifying problems with hardware and software.
- Analyze current and future needs and recommending hardware and software solutions.
- Provides support and training to users as required.
- Ensures compliance with software licensing agreements.
- Performs other related duties as required by the Manager and Assistant Manager of Information Technology Services.

#### **Qualifications**

The incumbent must possess a university degree, college diploma, or equivalent, specializing in Computer Science or a related field. Excellent interpersonal and communication skills both verbal and written are to be used in dealing with technical and non-technical users. The position requires the ability to rapidly acquire knowledge on non-

standard applications, which requires excellent problem solving abilities and technical skills. Due to the high volume of work and restricted timelines the incumbent must have the ability to work well under pressure, have excellent time management skills and be able to work independently and within a team.

**Working Conditions:**

Position mainly involves working in office, school environments with moderate physical effort and concentrated computer work. Hours of work may vary to meet Board requirements.

**Conditions of Employment:**

- Rainy River District School Board Policies and Procedures
- General Terms and Conditions of Non-Union Employees
- The incumbent must be capable of safe lifting and carrying practices within Health and Safety guidelines.
- The incumbent must have a valid driver's license (level "G" minimum)