

NETWORK ANALYST 4



The Ontario Teachers' Federation (OTF) represents 160,000+ Ontario teachers in publicly funded education. We are currently accepting applications for the position of Network Analyst 4 (one position). The role requires a professional individual, skilled as a network analyst and with working experience or knowledge in all areas noted below.

MAIN JOB FUNCTIONS/RESPONSIBILITIES

Network Administration & Support

- Managing user accounts on OTF's network (local AD administration, Azure Microsoft Cloud administration)
Managing Windows Server infrastructure (upgrading Windows servers – AD, DNS, DHCP)
- Managing network devices (desktops, laptops, printers, scanners, WiFi AP, switches, cameras, UPS)
- Maintaining network security (Fortinet Firewall Router, Heimdal Security)
Maintaining doors security and Monitoring Cameras
- Administration of virtual infrastructure VMware (VMs, SAN and NAS Storages, Snapshots, Updates, Veeam)
- Administration of Microsoft 365 Azure Portal, OneDrive and SharePoint
- Administration of Microsoft 365 Backup Solution – Datto Portal
- Upgrading Content Manager Server (TRIM)
- Administration of Zoom Meeting and Zoom Phone
- Maintaining a current Business Continuity status and network documentation
- Maintaining a current inventory of IT equipment
- Contacting OTF's IT support partners (ISP, web developers, hardware and software vendors, phone system)
- Researching new products (software and hardware), requesting quotes and preparing orders
- Testing new applications/products in a Lab before using them in a productive environment
- Investigate new IT technologies and prepare all relevant information for the Technology Committee for reviewing and making purchase decisions

Help Desk Support

- Troubleshooting technical configuration issues of desktops, printers, and all other network devices
- Technical assistance with ongoing projects
Assisting with all meetings (ABG, SBG, WBG and other project related in hotels)
- Supporting Microsoft Office 365
- Supporting WordPress for updating OTF websites
- Supporting Zoom and Microsoft Teams web-based video meetings
- Preparing/testing computer/audio/video equipment for OTF meetings
- Supporting mobile devices and tablets - iPhone and iPad
- Supporting Dropbox application for file transfer from/to OTF's partners
- Supporting MailChimp Mail list server for Interaction-Online service
- Recovering lost files on hard drives or USB memory sticks

Website Maintenance

Website work includes, but is not limited to, domain name renewal, SSL certificate installation, contacting hosting provider support regarding any technical website issues. Use various website development tools (cPanel, WHM, FileZilla, WordPress) to make changes.

QUALIFICATIONS AND EXPERIENCE

- Certificate in Computer Science Program; comparable work experience will be considered
- Microsoft Certified professional Systems Engineer
- VMwear experience
- Minimum 10 years experience in a similar role
- High level of professionalism and the ability to deal effectively with all levels in the organization
- Superior organizational and time management skills
- Proven ability to take initiative and work independently in a fast-paced environment

Salary and benefits are consistent with the OTF Support Staff Agreement. We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted. Please submit your cover letter and resumé by 5:00 pm on May 5, 2023, to:

Debbie Farrow, Human Resources/Office Manager
Ontario Teachers' Federation, 10 Alcorn Avenue, Suite 100, Toronto, ON M4V 3A9
Email: hr@otffeo.on.ca

The Ontario Teachers' Federation is committed to creating a work environment that is free from discrimination. We believe that our advocacy on behalf of Ontario's teachers is strengthened by a diverse team. We encourage applications from those who identify as Indigenous, Black, Racialized, Women, 2SLGBTQ+ and/or Disabled. OTF is committed to addressing and eliminating barriers for marginalized applicants; please let us know if you have any access needs.