



**ENOCH CREE NATION
HUMAN RESOURCE DEPARTMENT**

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**EMPLOYMENT OPPORTUNITY – INFORMATION TECHNOLOGY (IT) MANAGER
ENOCH CREE ADMINISTRATION DEPARTMENT
*OPEN COMPETITION***

JOB PURPOSE: The information Technology (IT) Manager will lead the IT team and be responsible for the secure and effective operation of all computer systems, related applications, hardware and software used for the Enoch Cree Nation. As the IT gatekeeper, the IT Manager will maintain IT strategies by researching and implementing technological strategic solutions. This may include project management for the design, development and implementation of new IT solutions, managing and maintaining databases, information catalogues and web resources. The IT Manager will also ensure the information they manage is safe, secure and easily accessible.

The IT Manager will respond to employee requests, selecting the right IT for them, and provide training on the organization's software, internal databases and catalogues. Ensure the security, accessibility and quality of IT remains consistent. Develop and manage internal IT resources and networks via intranet site. Provide training and advice to colleagues, on the use of electronic IT services. Manage a small team of staff including an IT technician/analyst. Providing insightful advice and friendly, hands-on technical support to ECN employees in an efficient, effective and timely manner. Implementing and managing security or integrity and backup procedures. Keeping up-to-date with new technology and upgrades of the software.

Designing maintenance procedures and putting them into operation. Overseeing all phases of IT related projects from conception to completion. Assembling IT risk management plans and work effort documents. Utilizing in-depth technical knowledge and business requirements to design and implement secure solutions to meet ECN's needs. Developing security standards, procedures, and guidelines for multiple platforms. Conduct IT audits as needed. Assist with design for the web. IT Manager may be responsible for projects managing the design, development and implantation of new IT management systems from time to time. The IT Manager is also responsible for conducting IT audits from time to time.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Submit a clear Criminal Record Check with Covering Letter and Resume. Required to sign the ECN Confidentiality Agreement upon being hired. IT skills in order to create and search databases, design from the web, manage the content of internets and intranets, etc. Well-developed research skills. Flexibility to take on a variety of task ranging from managing a unit by yourself to opening the post or unpacking boxes. Strong leadership, decision making, organization, customer-service mindset, prioritization and time management skills. Initiative and creative approach to problem solving. A willingness to keep up to date with advances in technology and social media. Excellent interpersonal skills, project management and diplomatic skills.
- Bachelor's degree in Computer Science, Information Technology, Information Systems, or equivalent. Minimum of 6 years in IT skills (particularly experience gained within the field of project management, technical support, systems upgrades or computer operations). 2+ years of experience in leading a team in a technical support environment. Expertise in networking technologies (LAN/WAN, Layer2/3, Routing, IPS, WAN Optimization, MPLS, P2P, VPN's, VLAN's, DHCP, DNS, LDAP, FTP, ACL's). Expertise in server operating systems (Windows and Linux), storage technology and monitoring. Experience on Windows 10 operating systems. Experience with IBM Cognos, MS SQL, and other Microsoft cloud based solutions such as Office 365, and SharePoint etc.

WORKING CONDITIONS:

Required to work Monday to Friday, 8:30 am – 4:30 pm, at the Enoch Cree Nation Administration Building, while adhering to the Enoch Cree Nation Human Resources Policy & Procedure Manual.

Closing Date: September 18, 2019

Interview Date: TBD

Start Date: TBD

Please submit cover letters & resumes to Human Resource Department

Email: recruitment@enochnation.ca Fax: 780.470.0463

Phone: 780.470.4505 Ext: 2221

ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview