



EMPLOYMENT OPPORTUNITY

Mnaasged Child and Family Services

POSITION TITLE: Manager of Infrastructure and Technology	CLASSIFICATION: Permanent Full-time
CLOSING DATE: Posted until filled	SALARY: \$85,000 - \$90,000 (based on qualifications) Salary Level under review

GENERAL DESCRIPTION

Reporting to the Executive Director as a member of the Senior Management Team, the Manager of Infrastructure and Technology is responsible for managing, developing and maintaining an effective information technology and information management system for the Agency; providing technical, analytical and advisory support in the areas of telecommunications, technology and information management systems; developing policies and procedures to protect the Agency's information technology and information management systems; efficiently managing day-to-day operations of the Agency's information management and information technology systems and supervising IT Department and building facilities staff. The Manager of Infrastructure and Technology is responsible for overseeing the Agency's infrastructure and office space requirements.

KEY JOB FUNCTIONS:

Ensure the Agency consistently provides comprehensive, competent and relevant information technology services.

- Design, develop, implement, preserve and protect programs, operating systems, databases, networks and information technology systems
- Manage authority levels in the systems including passwords, access codes, etc.
- Develop policies and procedures to protect and maintain information technology systems
- Ensure reliability and efficiency of backup systems, website, e-mail and documents and notify appropriate Department of any security breaches
- Ensure security of servers and implement storage of backups off site
- Ensure setup, configuration, training, monitoring and troubleshooting of new hardware and new software
- Ensure the Agency has a reliable and efficient telecommunication system.
- Manage telecommunication system for all work sites
- Coordinate, purchase, manage and monitor cell phones for Agency use
- Ensure the Agency has appropriate Information Management Systems for Child Welfare.
- Direct, plan, organize and implement installation and usage of CIMS, CWIS, Fast Track and other software
- Manage licensing requirements for systems and software
- Develop, review and implement information management policies and procedures in cooperation with the Information Technology Team and present any recommended changes to the Executive Director
- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Diploma or degree in Computer Science/Software Engineering or related IT discipline
- Certification in A+, Network+ and Microsoft Certified Professional would be preferred

Minimum Experience

- Five (5) years' experience developing, configuring and maintaining Information Technology infrastructure and Information Management systems including networked systems and remote communications
- Experience with servers, Microsoft Exchange Servers, VPNs, Local and Wide Area infrastructures, firewalls, IP subnets, VLANs and routing
- Experience developing programs, policies and procedures
- Experience supervising staff and managing IT Departments

Knowledge Requirements & Special Skills:

- Included in full job description

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Other Requirements

- Must provide a recent, clear Police Records Check in accordance with legislation
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have a minimum of \$1M automobile insurance coverage.

**For a full job description, please contact Carol Antone, HR Developer at hr.developer@mnaasged.com
519 289-1117 ext. 237**

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Please forward your cover letter, resume and 3 working reference letters to:

Human Resource Department – Confidential

Mnaasged Child and Family Services

311 Jubilee Rd. Muncney, ON N0L 1Y0

Confidential.hr@mnaasged.com



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Only those selected for an interview will be contacted