

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

September 13, 2017

Closing Date:

September 20, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-138	Systems Administrator	Information Services	Regular Full-Time	28	35 Hour Work Week
17-139	Clerk Typist 3	Property Use & Compliance	Temporary Full-Time	15	35 Hour Work Week

- Applications are accepted only when submitted online at www.delta.ca/internaljobs and submitted by 4:30pm on the closing date.
- Paper applications/resumes will **not** be accepted.
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[Apply Now](#)**Title** Systems Administrator**Department** Information Technology**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-138

Nature & Scope of Work This is skilled technical work in maintaining the performance of the Corporation's server infrastructure. Under the general direction of a supervisor, an incumbent oversees the performance, development, deployment, security and ongoing maintenance of the Corporation's server infrastructure. An incumbent is responsible for evaluating and deploying server technology and ensuring the functionality and efficiency of related infrastructure, troubleshooting server hardware, software and related problems; providing advice and assistance to users and departmental staff on technical matters; and maintaining a current awareness of computing and communications industry developments. Considerable independence and judgement is exercised in the administration of the server environment and work performance is reviewed by a superior in terms of adherence to administrative requirements and effective utilization of the system capabilities.

Illustrative Examples of Work

- Monitors and analyzes system performance and effects changes to increase the system's efficiency and to support specialized technologies and integrated voice and data technologies; evaluates, tests and oversees implementation of enhancements.
- Investigates and resolves hardware, software, and operating system problems which affect the performance of the communications and storage networks; assigns and reallocates bandwidths, servers, and various peripheral devices; configures or reconfigures computers, liaises with vendor representatives and communications carriers in resolving complex problems.
- Prepares and maintains system security and capacity plans; implements, monitors and enforces communications and systems security standards and practices; recommends improvements and optimization of computer resources; sources, evaluates and recommends the purchase of hardware and software; updates the operating system and related software, as required, in order to achieve the maximum benefit from enhancements by the vendor.
- Designs or revises changes to storage, physical and virtual architecture in response to changing requirements; develops, codes, tests, and maintains specified programs and command procedures for general use, systems maintenance, and statistical reporting.
- Coordinates the installation of hardware and software; oversees the provision of operational services such as system and data back ups, queue management, and site and system security.
- Provides advice, assistance and, as required, training to user and department staff on technical matters; reviews and recommends software and hardware under consideration for acquisition; provides oral and written presentations regarding technological issues, proposals and projects to internal staff.
- Keeps abreast of developments in IT infrastructure software and related matters.
- Prepares and maintains a variety of technical documents, records and statistics related to the work.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of server, storage and local and wide area network technologies and standards, server and workstation operating systems, hardware platforms and configuration options and of protocols and related topologies.
- Thorough knowledge of trends and developments in IT infrastructure technologies as related to the work performed.

- Thorough knowledge of problem definition and solution techniques applicable to the work performed.
- Considerable knowledge of the departmental policies, procedures and practices related to the work performed.
- Considerable knowledge of network security practices and techniques including firewall configuration and maintenance.
- Sound knowledge of the functions and operations of departments served and their requirements as related to the work performed.
- Ability to monitor the efficiency and effectiveness of the Corporation's computer operating systems and to implement remedial actions as required.
- Ability to investigate and resolve operating system and hardware and related component problems as related to the work performed.
- Ability to establish and maintain effective working relationships with a variety of staff and external contacts.
- Ability to prepare and present technical presentations both orally and in writing.
- Ability to design or revise changes to storage, physical and virtual architecture and to develop, code, test, and maintain a variety of command procedures and programs related to the work.
- Ability to prepare and maintain a variety of records, statistics and documentation related to the work and to research and prepare recommendations regarding the acquisition and installation of a wide variety of information related technologies.
- Ability to prioritize work load, to manage concurrent projects and to maintain systems technology availability and growth in synchronization with the Corporation's overall technology requirements and strategy.
- Skill in the operation of equipment used in the work performed.

Desirable Training & Experience Graduation from an institute of technology with a diploma in computer systems technologies with specific courses related to server administration plus considerable related experience, including network management experience, or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations Valid Class 5 Driver's Licence for the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Pay Grade 28

Pay Rates \$41.37, 43.09, 44.93, 46.88, 48.87 per hour

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Title Clerk Typist 3

Department Property Use & Compliance

Job Status Temporary Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 17-139

The Opportunity *This temporary full-time assignment is to approximately August 2018.*

Nature & Scope of Work This is typing and clerical work of moderate complexity performed in the Property Use & Compliance general office. The work entails responsibility for the provision of diversified information and assistance to the public on matters or problems related to Property Use & Compliance functions, procedures, policies, operations and bylaws. In addition, responsibility is entailed for typing a variety of correspondence, forms, permits, reports, agenda, minutes and related material. The work of this class is distinguished from that of Clerk Typist 2 by reason of the entailed responsibility for the provision of specialized and diversified information and assistance related to Property Use & Compliance matters and problems. Work performance is reviewed by a superior in terms of effectiveness in handling clerical, public relations and typing assignments.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the functions, regulations, policies, by-laws, methods, and procedures applicable to the department operations.
- Sound knowledge of modern business office practices and procedures and of Business English, spelling, arithmetic and punctuation.
- Ability to process correspondence and other documents according to established format.
- Ability to perform a variety of record keeping and clerical tasks of moderate complexity, to prepare, process and maintain materials such as records, reports and disk indexes, to compose routine correspondence and to make non-complex calculations and computations.
- Ability to process with authority a variety of calls, complaints, and enquiries and provide information and assistance to the public on semi-technical, procedural, regulatory and policy matters accurately and completely.
- Ability to read non-complex maps, plans and drawings.
- Ability to transcribe dictation of a technical nature with high accuracy and considerable speed.
- Skill in typing rapidly and accurately (minimum of 55 wpm).
- Skill in operating a personal computer including word processing at an advanced level (graphics, tables, styles), Excel and PowerPoint at an intermediate level.

Desirable Training & Experience Completion of the 12th school grade including or supplemented by typing, word processing and commercial courses, working knowledge of DeltaMap and Tempest, plus sound related experience in the Property Use & Compliance Department, preferably at the Clerk Typist II level; or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations A valid Class 5 Driver's Licence for Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 35 Hour Work Week

Pay Grade 15

Pay Rates \$24.32, 25.33, 26.38, 27.44, 28.59 per hour

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