

NETWORK ANALYST

PURPOSE:

This position is responsible for all network operations, providing repairs, upgrades, installs of new hardware and related software and documentation of networking components including security and network elements. This includes managing the operation of all local area networks and wide area networks, as well as being responsible for network infrastructure with a high security level.

This position reports directly to the Manager of Information Technology (IT) and indirectly to the Chief Financial Officer.

DUTIES AND RESPONSIBILITIES:

- ⇒ Responsible for the implementation, maintenance, and support of Windows Servers, Active Directory/LDAP, Windows Clusters, Azure environments.
- ⇒ Responsible for managing and maintaining Ruckus Enterprise wireless environments
- ⇒ Responsible for managing Fortinet Firewalls
- ⇒ Perform system migrations via Hyper-V
- ⇒ Configure and install various network devices and services (eg: routers, switches, firewalls, load balancers, VPN, QoS, Wireless Devices, etc.)
- ⇒ Provide remote access solution support
- ⇒ Perform network support maintenance and system upgrades including service packs, patches, hot fixes and security configurations during off-hours
- ⇒ Monitor performance and ensure system high availability and reliability
- ⇒ Monitor system resource utilization, trending and capacity planning
- ⇒ Provide Level 2/3 support and troubleshooting to resolve issues
- ⇒ Conduct Threat & Risk Assessments
- ⇒ Manage the operation of all local area networks and services related to wide area networks, following company policies and procedures
- ⇒ Select and implement security tools, policies and procedures
- ⇒ Liaise with vendors and other IT personnel for problem resolution
- ⇒ Maintain accurate documentation and designs of IT systems configurations, architecture, network and operating procedures
- ⇒ Support disaster recovery planning activities and update and development of disaster recovery plans
- ⇒ Participate in information security monitoring, incident management and investigations as required
- ⇒ Perform internal audit of the IT systems configuration and Logical Access reviews
- ⇒ Maintain effective and collaborative working relationships with consultants and users
- ⇒ Collaborate with IT operations staff and mentor Techs
- ⇒ Must comply with any and all applicable Board guidelines, policies and practices, guidelines and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ The required knowledge, skills and abilities are obtained through the successful completion of Grade 12 coupled with a post-secondary technical degree/diploma/certificate or equivalent in Network Design & Engineering Network field; **or**
- ⇒ Equivalent combination of education and experience

And

- ⇒ Industry recognized certifications such as Microsoft Certified Professional (MCP), Microsoft Certified Systems Engineer (MCSE)
- ⇒ Minimum 3 years experience as a Network Analyst, or equivalent

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ In-depth knowledge of Windows Server
- ⇒ Demonstrated knowledge of both LAN and WAN networking protocols (both Layer 2 and Layer 3)
- ⇒ Demonstrated knowledge of Security Firewalls FortiGate
- ⇒ Demonstrated knowledge of Network Security IDS/IPS, ACLs, NATs, SSL/TLS and IPSEC/SSL VPNs
- ⇒ Demonstrated knowledge of IP Subnetting, TCP/IP, DNS, IP trunking, NAT, VLAN, routing protocols
- ⇒ Demonstrated knowledge of network troubleshooting analysis with a network trace/dump, Wireshark, etc.
- ⇒ Knowledge of network management/monitoring tools (SolarWinds, FortiManager, FortiAnalyzer, etc.
- ⇒ Knowledge of cloud platforms would be considered an asset (Microsoft Azure Cloud/Google)
- ⇒ Knowledge of Automation: Shell scripting or PowerShell are desirable
- ⇒ Ability to work in a collaborative team environment
- ⇒ Demonstrated project management skills
- ⇒ Ability to establish and maintain effective working relationships with all staff demonstrating tact and diplomacy.
- ⇒ Possesses good written and verbal communications skills.
- ⇒ Must be self-directed, task and goal oriented.
- ⇒ Ability to prioritize multiple demands.
- ⇒ Ability to work independently with minimal supervision and as a team player.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety and job-related training, in-service or courses of study.

CONCLUSION:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related or a logical assignment to the job.

The job description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the job change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.