

Employment Opportunity

Systems Analyst

Permanent Full-time

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

Reporting to the Supervisor, Information Technology, the Systems Analyst is responsible for corporate wide expert level support to all users of computers, mobile devices, A/V systems, both on premise and hosted applications. This position will assist in leading projects to design and implement secure IT infrastructure across the organization's critical infrastructure. The incumbent will be responsible for administering a Windows Domain, Azure, Exchange, VEEAM and 365 Applications at an expert level.

Key Responsibilities:

- Support and maintain a complex Microsoft Active Directory infrastructure.
- Administer and Management of virtual and physical server platforms and environments using MS Hyper-V.
- Administer and Manage Microsoft Domains, Microsoft Hyper-V, and Failover Cluster solutions.
- Advanced support of hardware and software including O365, Azure Active Directory, Server 2022, and Windows 10.
- Assist in design, configuration, and management of network switches.
- Fortinet management and monitoring tools, including FortiClient EMS, FortiAnalyzer, SDWAN, and FortiGate Firewalls.
- Network configuration administration and monitoring.
- Develop system and change management documentation containing key infrastructure components and network flows.
- Manage IT Assets and update inventory systems.
- Mobile Device Management and on-premises phone administration and troubleshooting.
- Design and produce business process maps.
- Analyze support tickets for trends to proactively identify issues while creating recommendations.

Requirements:

- Post Secondary Diploma in Computer Technology or related field.
- Minimum of 5 years experience in a related Systems Analyst position, preferably in a municipal setting.
- Valid Class 5 Drivers Licence is required.
- Strong analytical skills with the ability to analyze business/technology requests and problems to identify and implement steps towards an effective technology solution.
- Cybersecurity training and understanding of industry best practices.
- Prior Project Management and Business Analyst experience is an asset.
- Knowledge of SharePoint, DocuShare and records management.
- Expert Microsoft 365 knowledge.
- Network and Firewall administrator working with FortiNet product experience.
- Exceptional customer service, interpersonal, verbal, and written communication skills.
- Proficient skills in all Microsoft Office programs are required.
- Strong attention to detail and accuracy along with a high level of initiative.
- The successful candidate will be required to provide a Criminal Record Check and Drivers Abstract as a condition of employment.

Compensation/Hours of Work: Annual salary range of \$76,900 to \$91,823 (7 Step Grid), based on a 35-hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities, and a supportive work environment.

Application Deadline: Thursday, March 30, 2023, at 12:00pm (noon)

**Submit resume and cover letter quoting
"Comp # 202312-SA" to:**

Human Resources, Town of Morinville
10125 100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 | Web:
www.morinville.ca

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.