



JOB DESCRIPTION

Position Title: Network & Systems Administrator
Department: Information Management/Information Technology (IM/IT)
Position FTE: Permanent, Full-Time (FTE = 1)
Location: Ottawa, Ontario

Reporting Structure: **Reports to:** Manager, IM/IT Services
 Supervision: Direct: No direct or indirect reports

Description of Position's Duties and Responsibilities:

Infrastructure:

- Configure, maintain, document, and monitor all network and infrastructure assets at onsite and hosted data centres.
- Respond to and resolve any issues involving the network, software, or hardware.
- Deploy and maintain all servers (virtual or physical) and staff software, including licensing and compliance.
- Manage infrastructure vendor relationships
- Help coordinate all infrastructure migrations, upgrades, or changes.
- Manage tape backup solutions and ensure data loss prevention for Party assets. Maintain and improve disaster recovery strategies.
- Explore new technologies and systems that may improve existing IM/IT services.

Network Administration:

- Windows Server administration
- Linux administration (Amazon, CentOS, Ubuntu and Debian)
- AWS Services (EC2, RDS and Elastic Beanstalk)
- Cisco/HP/Fortinet switches and firewalls
- Manage VPN (site-to-site and client-to-site)
- Manage the VMware environment
- Manage the hosted Exchange email system
- Support CPC standard printers and Multi-function devices
- Configuration of Apache/Nginx web servers for various back-end services like Python and PHP
- Support all networked devices on the LAN or connected remotely
- Respond to IT Support escalations which can require advanced troubleshooting
- Process adds/remove/changes and maintain inventory for smartphones and mobile Internet
- MS SQL Server, MySQL, and PostgreSQL are an asset
- Python and PHP are an asset
- Experience with Docker an asset

Education:

- A university degree or college diploma in Computer Science, Information Technology, or a related field, or an equivalent combination of education and experience.

Experience:

- 5+ years Network Administration and Infrastructure Management

Soft Skills:

- Initiative, responsibility, accountability, and effective leadership.
- Good team player, excellent interpersonal skills: can collaborate with others
- Strong organizational and problem-solving skills
- Critical thinking, analysis, and follow-through
- Ability to work in a fast-paced, changing environment
- Ability to work under deadlines

Language Requirements:

- Excellent English verbal and written communication skills.
- French an asset.

Interested candidates should submit their résumé to:

Conservative Party of Canada
130 Albert St. Suite 1720
Ottawa, ON K1P 5G4
Fax: 613-755-2001
Email: itjobs@conservative.ca

Only candidates selected for an interview will be notified.