



NETWORK ADMINISTRATOR
Twelve-Month Contract
\$57,618 to \$73,537

Family & Children's Services of Guelph and Wellington County is committed to the decolonization of the child welfare system while remaining focused on the safety and wellbeing of children with their families and kin. This includes challenging and responding to the structural inequalities experienced by families. Fundamental to the work of Family Services are the foundations of Equity, Anti-Oppression, Indigenous Safety, and Trauma in child welfare using the practice models of Signs of Safety and Family Finding.

POSITION SUMMARY:

This position reports to the Senior Manager of Information, Quality and Technology and is responsible for the smooth operations of all electronic processing equipment in the Agency including hardware, software, network and systems. This generally includes troubleshooting, maintenance, training and support of application software currently used by the Agency, in an effort to provide an efficient, secure and accessible electronic system environment for staff to function within.

QUALIFICATIONS:

- Minimum 2 to 3-year community college diploma in computer studies
- Minimum 2 years' related work experience
- Excellent working knowledge of basic IP and Microsoft networking principles and functions
- Strong demonstrated understanding of best practice cyber security practices and procedures
- SharePoint experience highly preferred
- Strong attention to detail
- Ability to communicate with users orally and in writing including documentation of procedures based on a strong customer service orientation
- Ontario driver's license and daily access to a vehicle

If you don't see yourself fully represented in each requirement of the job, we still encourage you to apply. Research has shown individuals from underrepresented groups may only apply when they feel 100% qualified. We are committed to creating a more equitable, inclusive, and diverse organization and we strongly encourage all applicants with diverse identities and lived experiences to apply.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. This is an existing vacancy and we thank all applicants; however, only those considered for interviews will be contacted.

Qualified individuals are invited to send their resume by **April 25, 2025**, to:

Human Resources
Family & Children's Services of Guelph and Wellington County
employment@fcsgw.org

Posting Date: April 17, 2025