

UCCM Anishnaabe Police is hiring

Help make our communities a safer, better place.

Position: Information Technology Administrator

Term: Permanent Full-time

Salary/Pay: Aligned with UCCM Anishnaabe Police Service Pay Grid

The Information Technology Administrator is responsible for ensuring all IT systems and services are operational and secure, as well as coordinate and manage applicable IT projects. They will oversee and ensure efficient and effective operation and management of the NICHE RMS, CPIC, Release of Information, Freedom of Information, UCR, Fusion, Criminal Record Checks and MTO Inquiry Access System; provide supervision to applicable IT support and to coordinate, train and support both civilians and officers in IT systems while working with an IT Service Provider. The position is an IT professional who will work with the Director of Corporate Services to advance the organization through coordinating IT projects, performing an administrator role in software systems, compiling relevant data, analyzing information, and preparing reports.

Your duties will include (but are not limited to):

- Acts as a Project Manager for assigned projects. Prepares project plans and schedules work. Assign tasks to project team members and ensures quality and completion of tasks. Tracks and reports on progress and variances. Provides support on project issues. Recommends solutions. Escalates issues as appropriate.
- Plans budget and develops and completes procurement process and contract renewals for individual projects. Tracks budget, purchases, and vendor equipment loans. Reports project expenses and prepares;
- Analyzes department production and makes recommendations to redesign business workflow as appropriate;
- Act as a Domain Administrator for multiple software systems, and as a LRA and DRA for PKI keys;
- Provide technical expertise and support to client users by diagnosing and troubleshooting hardware, software, and network problems in relation to overall system performance, investigating problem areas;
- Other IT support and administration duties as assigned.

Your education and experience:

- Post-Secondary Degree or Diploma in an Information Technology related discipline (e.g. network design, database design and maintenance, IT systems security and maintenance)
- Demonstrated experience and technical knowledge of current wired/wireless messaging and collaboration systems software, protocols, and standards, including Microsoft Exchange, Office 365. Hands-on knowledge of firewalls, intrusion detection systems, anti-virus and spam filtering software, data encryption.
- Preferred experience and/or understanding of Microsoft Active Directory, Group Policy, Microsoft Office Products, Server and virtual server technologies, Data and voice network technologies and related hardware, IT Security strategies and related technologies, ITIL/Six Sigma or other IT Management methodologies.

Your skills include (but are not limited to):

- Experience in technology systems and information file maintenance
- Knowledge of firewalls, switches, inter vlan routing, intrusion detection systems, anti-virus, spam filtering software, backup methodologies, data encryption and two factor authentication management and deployment
- Utilize ITIL practices
- Knowledge of surveillance systems and management
- Ability to complete proficient troubleshooting and diagnostics
- Knowledge with Microsoft Active Directory, Microsoft 365 platform, Group Policy, Microsoft Office Products, Server and virtual server technologies, Data and voice network technologies and related hardware, IT Security strategies and related technologies, records management systems, time management software, and general computer skills
- Ability to handle multiple projects, meet multiple deadlines; and problem solve
- Excellent written, verbal, and presentation communication skills
- Ability to learn very quickly in a fast-paced environment and work independently with minimal supervision.

We require:

- A thorough background check before we make an offer of employment
- A valid Class G driver's license
- Standard First Aid/CPR

We encourage individuals of Anishnaabe ancestry to apply and self-identify.

What we offer

Competitive pay and 100% employer covered benefits, matched pension contributions, Health Spending Account, Wellness Account, along with a welcoming, close-knit work environment, and opportunities to learn about Anishnaabe culture and history.

How to apply

Send your cover letter, resume and three (3) work-related references to:

Email: recruitment@uccmpolice.com with the subject line "Employment Opportunity: IT Administrator"

Mail: Confidential: Human Resources

UCCM Anishnaabe Police Service, 5926 Hwy 540, Box 332, M'Chigeeng, ON POP 1G0

Deadline: January 31, 2025 at 12:00 pm

Only those applicants selected for an interview will be contacted.

Please contact Human Resources at recruitment@uccmpolice.com if you require further information.



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