



OPP ASSOCIATION IT SUPPORT ANALYST VACANCY

The Ontario Provincial Police Association requires an Information Technology Support Analyst for support and maintenance of IT.

Qualifications

- Three year College diploma in Information Technology or a related discipline plus five years relevant experience

Summary of Duties and Responsibilities

- Provide local and remote support to end users on a broad base of computer network, hardware, operating systems, software and applications
- Install, configure and deploy server and workstation hardware and software including assigning appropriate access rights
- Troubleshoot and repair server and workstation hardware/software failures or co-ordinate repairs with vendor where necessary
- Install and configure printers and other peripheral equipment
- Ensure the security of electronic data, hardware, applications, and network and reports and corrects any instances of possible security violations
- Maintain data integrity and network connectivity through the use of anti-virus and anti-spyware software, rapidly deploying security updates and upgrades to servers and workstations to maintain network efficiency and security
- Perform analysis of systems and hardware, recommend action, and undertake deployment of remedies and upgrades
- Liaise with external service providers and develop and manage Service Level Agreements
- Update and maintain OPP Association website
- Maintain telecommunications systems and equipment
- Assist Office Manager with IT budgeting, procurement and control of technology assets

Only candidates with the following demonstrated knowledge, skills, and abilities will be considered:

- Extensive knowledge and experience of servers/workstations (PC and MAC)operating systems, software applications, databases, hardware, network systems, telecommunications systems and website development
- Problem solving and critical thinking skills to diagnose problems and determine steps necessary to achieve an effective solution
- Expert knowledge of common office software applications
- Ability to communicate effectively to users with varying levels of computer understanding
- Ability to work independently and effectively with constant interruptions

Starting Salary \$60,000 plus comprehensive benefits package

Qualified applicants are invited to apply in writing. A job description is available upon request. Résumés will be held in strictest confidence. Only short listed candidates will be invited to attend an interview.

Apply to:

Kim Tait, Office Manager
Ontario Provincial Police Association
119 Ferris Lane
Barrie ON L4M 2Y1

“Private and Confidential”

E-mail: jobvacancy@oppa.ca

Closing date for applications: July 19, 2010 at 12:00 noon