

Information Technology Administrator

Children's Autism Services of Edmonton is seeking a full-time **Information Technology Administrator** for our dynamic and growing organization. Children's Autism Services of Edmonton provides family centered services within the home, school and community to meet the complex needs of children who have autism and other developmental disorders. We also provide respite services, diagnostic services and counseling services to children and families.

As Information Technology (IT) Administrator you will report directly to the IT Supervisor.

Key Responsibilities:

- Network Management: Install, configure, and manage network infrastructure including routers, switches, firewalls, and wireless access points. Ensure reliable and secure connectivity across the 3 sites.
- Hardware and Software Support: Provide technical support for computers, printers, smartboards, and other devices used in classrooms and administrative offices. Manage software installation, upgrades, and troubleshooting.
- Data Security: Implement security measures to protect the school's data, including firewall configuration, antivirus protection, and backup solutions. Ensure compliance with data protection laws.
- User Support: Offer technical support and assistance to students, teachers, and staff in resolving issues related to hardware, software, and network connectivity.
- Server and Database Management: Oversee school servers (e.g., email, file storage, and web servers).
- System Monitoring and Maintenance: Regularly monitor the performance of network systems, servers, and applications to ensure uptime and resolve technical issues promptly.
- Training and Documentation: Provide training to staff on new technology, software, and best practices for digital tools. Document technical procedures and troubleshooting steps for future reference.
- Inventory Management: Track and manage technology hardware, software licenses, and equipment, ensuring the school has the necessary resources for daily operations.
- Collaboration: Work closely with administrators, teachers, and external vendors to ensure that technology resources align with the school's academic objectives and budget.

Required Qualifications:

- Post-Secondary education in information systems, business, computer science or a related field preferred
- Minimum 3 years' experience in a related role
- Experience developing strategic IT frameworks within a professional service environment
- Proven working success with trouble shooting and support of applications
- Solid working experience with Windows Servers, Workstations and various Microsoft Office programs including Microsoft 365
- High Degree of initiative and efficiency working with time sensitive and confidential information
- Excellent communication and organizational skills
- Police Record Check with Vulnerable Sector and Child Intervention Record check required.

Why Children's Autism Services of Edmonton?

We are inclusive and welcoming, value life-long learning and love to have fun! We go the extra mile by offering our employees:

- A competitive salary with comprehensive benefits package with RRSP matching
- A collaborative, multidisciplinary work environment
- Feeling that you are making a difference with children and families
- Working with colleagues who are leaders in the field of autism
- A strong professional development focus

To apply for this position, please submit your resume and cover letter to hr@childrensautism.ca