

# Infrastructure Analyst 3

## IT Operations Department

**POST :** February 2, 2012  
**CLOSE:** February 17, 2012

**COMPETITION:** 12-007-C  
**POSITION NUMBER:** S99898

### EMPLOYMENT DETAILS

**Position Type**

Regular Full-time

**Hours of Work**

As per departmental schedule, based on 35 hours per week.

**Appointment Date**

As soon as possible

**Pay Group**

28

**Location**

North Vancouver Campus

**Salary**

\$4,731.00 to \$5,322.00 per month based on 35 hours per week.

### CLASSIFICATION DESCRIPTION

**Nature & Scope of Work**

This is complex technical work in the field of Information Technology services. An incumbent in this position is primarily responsible for administration of sophisticated systems in a constantly changing environment. This position reports to the Manager, IT Operations.

**Key Responsibilities**

- Monitors and analyzes performance of hardware, software and network systems.
- Installs and tests application and system software.
- Develops/plans, installs, tests, monitors and maintains disaster avoidance plans, system backups, security programs and procedures.
- Plans, implements, tests and maintains communications equipment.
- Develops/plans, implements, tests, and maintains a variety of equipment, including Microsoft Windows servers, Linux servers and Unix systems.
- Develops/plans, implements, tests, and maintains complex student lab and employee desktop computing environments.
- Develops strategies/plans and makes recommendations for systems and network facilities improvement, technology developments, and growth requirements.

**Required Knowledge, Skills & Abilities**

- Extensive knowledge of PC microcomputers, related peripheral equipment and networking.
- Extensive knowledge of Windows desktop operating systems.
- Extensive knowledge of **Microsoft Windows Server 2008 R2 technologies (AD, DNS, Applications)** network operating system.
- Extensive knowledge of **Linux/Unix** operating systems.
- Extensive knowledge with **network security, monitoring (i.e. SNMP)**.
- Extensive knowledge of **TCP/IP networking** concepts, techniques, services and management techniques.
- Extensive knowledge of Local Area network hardware, protocols and management.
- Extensive knowledge of Wide Area network hardware, protocols, services and management.
- Thorough knowledge of Macintosh microcomputers, related peripheral equipment and networking.
- Thorough knowledge of Windows based software applications including Word, Excel, Access and Powerpoint.
- Thorough knowledge of communication wiring standards and techniques.
- Considerable knowledge of computer programming with Unix scripts, C, C++ or Visual Basic.
- Considerable knowledge of systems analysis, database design and management.
- Working knowledge of programming APIs (Microsoft Windows and Unix/Linux).
- Ability to understand and implement standard operating procedures.
- Ability to establish and maintain effective working relationships with other employees, students, service companies and vendors.
- Ability to communicate in a clear, concise manner in both oral and written form.
- Ability to direct and coordinate the work of others engaged in similar work.
- Ability to understand complex written and oral instructions and procedures.
- Ability to develop logical approaches to problems.
- Skill in programming.
- Skill in the operation of a variety of computer and peripheral equipment.

### **Required Qualifications & Experience**

- Completion of a two-year computer diploma/certificate program.
- A minimum of two advanced industry certifications in an appropriate discipline (**e.g. Cisco CCNP, Microsoft MCSE, MCDBA**)
- Seven years of related experience.

### **HOW TO APPLY**

Interested applicants should submit their cover letter, resume and proof of education quoting the competition name and number to the Human Resources Department at Capilano University by 4:00 PM on the closing date. Applicants, please submit your cover letter, resume and proof of education documents in pdf or .doc format **only** if submitting via e-mail.

**Mailing Address:** Human Resources Department, Capilano University  
2055 Purcell Way, North Vancouver, BC V7J 3H5

**Fax:** (604) 983-7523

**E-mail:** [hr@capilanou.ca](mailto:hr@capilanou.ca) (please quote competition number *within the subject line*)

### **INTERNAL & EXTERNAL APPLICANTS**

**Internal information:** When submitting your application, please quote your **9 digit employee number** in the body of your e-mail.

**External information:** Internal applications will be considered first for this position before proceeding to review external applicants.

**Proof of Education:** Proof of education is required from internal and external applicants. Photocopies of post-secondary education transcripts are acceptable for application purposes.

This competition is open to both female and male applicants.

Membership in the COPEU is a condition of employment.

A reference of this class specification is available in the Human Resources Department.

*We thank all applicants for their interest; however, **only** those selected for an interview will be contacted.*