**Systems Administrator**

Shortgrass Library System (www.shortgrass.ca) is looking for an energetic, innovative and service-oriented Systems Administrator to provide outstanding library support services to 14 public libraries in Southeast Alberta.

*Shortgrass Library System honours and acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuut'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also honour and acknowledge that we are on the homelands of the Metis Nation within Region III.*

Under the leadership of the Manager, Systems & Technical Services, the position provides technical, operating system, network and desktop support services for both headquarters staff and member libraries.

The successful candidate will join a small, innovative team of library service professionals and will work closely with staff in our member public libraries.

Working from our office in Medicine Hat, and utilizing your excellent communication and customer service skills, you will provide in-person as well as virtual support services to libraries.

For in-person visits, you will use a Shortgrass vehicle to travel to the library locations. Shortgrass member libraries will rely on you to ensure the smooth operation of all network services.

An affinity for learning new technologies and a desire for continuous improvement, as well as a solid understanding of IT network infrastructure is essential for this position, as you will be responsible for the overall management of the Shortgrass Library System network.

As the ideal candidate, you are self-directed, highly motivated, and able to operate successfully with minimal supervision.

The Systems Administrator is responsible for the following activities:

● Operate and maintain the System's network infrastructure. This includes troubleshooting problems, ensuring network security, and planning/implementing upgrades.

- Troubleshoot and maintain Headquarters and member library desktop equipment, software and configuration.
- Install new hardware and software as required
- Advise on new technology purchases for Headquarters and member libraries. Work with vendors to source and purchase equipment
- Perform content, design, and functionality updates to System and member library websites
- Develop training materials and assist with training of Headquarters and member library staff.
- Participate in professional societies, associations and activities
- Maintain and upgrade technological skills and knowledge continuously
- Cooperate as a team member in performing any duties necessary to the achievement of the System's Goals and Objectives
- Complete other assignments as directed by the Manager, Systems & Technical Services or CEO

The successful candidate will have:

- Excellent communication and customer service skills
- Resourcefulness and problem-solving aptitude
- Ability to function both independently and as a member of a team
- Knowledge of internet services, productivity software, web design, and image editing
- Valid Alberta driver's license, clean driver's abstract and ability to travel to member libraries and meetings in various locations in Alberta.

The successful candidate will have a wide range of education and experience, including

- Degree or diploma in Computer Science/Technology program or equivalent
- Formal education and training in computer operations and network support
- A+ certification
- Knowledge of Unix and/or Linux and Windows operating systems
- Minimum two years' experience with databases, networks (LAN,WAN), and patch management
- Knowledge of system security and data backup/recovery
- Minimum two years' experience with computer support and installation
- Experience with website content management systems would be an asset
- Experience with computer virtualization would be an asset
- Experience with VoIP phone systems would be an asset

This is a full-time (36.25 hours/week) position, which will occasionally include evening and weekend work. If you meet the educational requirements for the position, have a clean driver's abstract, are able to pass a criminal records check (including a vulnerable sector check), and are interested in becoming part of our team serving rural communities, we encourage you to apply for the position.

Salary range: $49,876 to 61,343 plus benefits package including: extended health & dental benefits, a Health & Lifestyle spending account, Short & Long Term Disability, Life Insurance & Pension Plan.  Paid time off between Christmas and New Year's every year, access to a company vehicle for regional service calls. Vacation allotment starting at 15 days per year.

Interested candidates should provide a cover letter and resume clearly outlining their qualifications, education and experience via email to:

Petra Mauerhoff, CEO
Shortgrass Library System
Medicine Hat, AB
 www.shortgrass.ca
Email: jobs@shortgrass.ca

This competition will remain open until Monday, August 16th, 2021 at noon.

Absolutely no phone calls or in person visits please. For this selection process, we will be communicating with candidates by email. Candidates must include in their application a valid email address and make sure that this address is functional at all times and accepts messages from unknown users.

Shortgrass Library System is committed to building a skilled and diverse workforce that reflects the communities we serve.
Shortgrass Library System is also committed to developing inclusive, barrier-free selection processes and work environment. Should you require accommodation in relation to a disability, please notify us at the beginning of the selection process. This information will be kept confidential.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Shortgrass Library System thanks all applicants for their interest, however, only those applicants selected for an interview will be contacted.