



SOCAN

Society of Composers, Authors and
Music Publishers of Canada

Société canadienne des auteurs,
compositeurs et éditeurs de musique

JOB POSTING Information Technology

POSITION TITLE: Network Administrator - Intermediate (Reference #NA-01)
REPORTS TO: Team Leader, IT Infrastructure
LOCATION: Toronto
LANGUAGE: English

OVERALL ACCOUNTABILITY:

This position reports to the Team Leader, IT Infrastructure and is responsible for providing systems administration, upgrade and support of network equipment including Cisco switches and routers, Cisco Wireless APs, and Cisco VoIP servers. Configuration and support of Windows Servers 2008 and Windows Active Directory

RESPONSIBILITIES:

- Provide administration, configuration, upgrade and support of Cisco network equipment and associated WAN data lines.
- Participate in the design of future SOCAN network needs and infrastructure.
- Monitor the daily key parameters of the operating environment, including LAN/WAN components. These include, but are not limited to, overall system response; loss of network component due to failure; saturated network or network segments, routers, and switches
- Ensure that all network devices are running the current approved software version and all applicable security risks are identified and remediated.
- Provide IT and Business with support for Windows Server installation and virtual server configuration.
- Participate in IT DRP testing offsite
- Report and escalate project issues to Team Lead IT Infrastructure

SKILLS & KNOWLEDGE REQUIRED:

- This position requires post-secondary education in computer science or an equivalent of related education and experience
- Network certifications (e.g. CCNA, CCIE or others)
- Extensive knowledge in network architecture, network performance baseline and troubleshooting
- Extensive knowledge of Microsoft 2003 Server and Active Directory
- Experience with Ethernet, switching, TCP/IP protocol, spanning tree, VLAN's, 802.1x,
- Experience with Cisco switches
- Experience in network and bandwidth monitoring and management products
- Experience in using network analysis tools for packet capture and decode
- Capability to troubleshoot networks and network related issues of Windows and Unix systems



- Ability to work under pressure to tight deadlines
- Superior customer service orientation
- Excellent verbal and written communication skills
- Working knowledge of Information Technology Infrastructure Library (ITIL) processes and change management procedures and roles

ATTRIBUTES:

- Results oriented
- Decisive
- Communicator
- Service Oriented
- Problem Solver
- Analytical / systematic thinker
- Initiative
- Relationship builder
- Developer of people

SELECTION:

Skills may be tested and selection will be based on factors such as past performance, previous related experience and alignment of personal skills and attributes to those required to perform the job.

WORKWEEK: 4 days per week

SOCAN offers a competitive salary and an excellent benefit package.
Please e-mail your application with qualifications, referencing job #NA-01 by
12:00 noon, February 3rd, 2012 to:
hr@socan.ca or apply in writing to:

Society of Composers, Authors and Music Publishers of Canada (SOCAN)
Human Resources Department
41 Valleybrook Drive, Toronto, ON M3B 2S6
Fax (416) 442-3367

SOCAN is committed to diversity in its workforce.
Only qualified applicants will be contacted for an interview.