



NETWORK ANALYST

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Director of Information Technology (IT), the Network Analyst is responsible for day to day operation and maintenance of School District 72's network infrastructure. The Network Analyst will collaborate and participate in projects to engineer, design, build, automate, administer, and maintain, systems, servers, network, storage, data center, applications, and infrastructure to ensure SD72 has a robust, scalable, reliable, and efficient Infrastructure on prem and in cloud that supports its business.

SPECIFIC RESPONSIBILITIES

- Maintains the integrity of the network by installing, upgrading, and maintaining network routers, switches, wireless, VPN, firewalls, and other devices at current operating system levels as provided by the manufacturer, working with vendors to diagnose and resolve network problems, operating and configuring protocol analyzers to diagnose problems, analyzing captured data using network protocols to determine problems, and using network monitoring software to detect network conditions requiring corrective action or performance tuning.
- IP Management System (IPAM) ensuring IP address management server is up to date and functional.
- Responsible for the implementation and maintenance of SD72's security programs.
- Monitors the district's intrusion detection systems and creates technically detailed reports based on findings of intrusions and events.
- Assists in conducting computer incident investigations.
- Collects and analyzes computer forensics data to enable the creation of evidence in the event of a security breach.
- Performs assessment and analysis on anomalous network and system activity.
- Responsible for troubleshooting and problem-solving security related client issues.
- Makes recommendations for security modifications to prevent and mitigate intrusions.
- Sets up LAN and WAN networks, as well as Voice Over IP including Routers, Firewalls, and Switch Configurations.
- Designs, implements, and maintains network technology services to ensure confidentiality, integrity, and availability of the district's information assets.
- Configures and maintains essential network services.
- Responsible for design, installation, and troubleshooting of servers and software systems on both physical and virtualized server environments, including Windows Server and Linux servers and desktop/laptop systems.
- Responsible for the deployment and administration of firewall rule sets, Virtual Private Networks (VPN) etc.

SPECIFIC RESPONSIBILITIES

- Data security design principles, and practices.
- Administers and maintains department's real-time alerting, monitoring, and digital forensics.
- Collaborates with the IT department to ensure timely implementation of controls, including patching, with minimal impact on the business operations.
- Provides security awareness training to colleagues, as well as business units across the organization.
- Provides or develops specific daily/weekly/monthly/quarterly/annual security reports as required or requested to management on the overall health of the security landscape.
- Liaises and collaborates with Ministry partners and vendors for WAN security and infrastructure.
- Mentors and trains IT staff, clients, partners/contributors, as required.
- May be required to assist with Systems Analyst and other IT tasks.
- May be assigned Team Lead responsibilities periodically when the Systems Analyst Team Lead is absent.
- Other duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Bachelor's degree in computer science, information systems or equivalent combination of education and experience.
- Minimum five years' experience in IT, specifically within networking and infrastructure in an enterprise environment.
- Considerable knowledge of information technology components, process, and new developments.
- Data centre experience in IT infrastructure support: Microsoft Server, VMWare, storage and DR.
- Knowledge and experience IT governance, BCP/DR and BC privacy legislation preferred.
- Familiarity with Microsoft Active Directory, Azure, Exchange, Endpoint Management, Teams Voice, Office 365, Security and Compliance policies, Conditional Access policies.
- Experience creating and analyzing security posture, policies, and procedures to determine weakness in infrastructure security.
- Ability to complete a thorough audit of existing measures and provide consistent recommendations for improvement.
- Advanced level networking knowledge or experience including installing, troubleshooting, configuring and maintaining routers, firewalls, switches, and wireless access points within an enterprise-wide environment. Meraki and Allied Telesis experience preferred.
- Strong knowledge of networking concepts and protocols include DHCP, DNS/BIND, SMTP, SNMP NAT, PAT, OSPF, MPLS, UDP, etc.
- Demonstrated knowledge and experience configuring Palo Alto Firewalls with Software Defined Networking concepts used within Arista Converged Cloud Fabric and VMWare.
- Experience in maintaining VMware VCP in an enterprise environment.
- Experience in strategic development of enterprise network and infrastructure environments.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- PCNSE, VMware VCP-DCP, Arista CCF Specialist certifications and or an equivalent demonstrated experience.
- Strong verbal and written communication skills, with the ability to explain concepts and topics to clients of varying levels of technical understanding.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Excellent analytical skills the ability to analyze and evaluate various data and information, develop solutions and strategies for technological problems and assess the implications of proposed changes.
- Ability to collaborate effectively, achieve objectives autonomously, to lead and/or work as part of a team, and to provide mentorship and training to other team members.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Industry certifications in IT Systems Management, Networking and Security.
- Valid Class 5 BC Driver's License with reliable transportation.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Liaises and works with a variety of internal and external contacts including District's management staff, all employee groups, Ministry partners, and vendors.

REPORTING STRUCTURE

- Reports to Director of Information Technology.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Maintenance Trades and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement.