



DESKTOP AND NETWORK ADMINISTRATOR (Permanent, Full-Time)

Peace Library System (PLS) is seeking a self-motivated **Desktop and Network Administrator** to provide technology support at headquarters and member public libraries. The individual must have a strong customer service focus and be able to communicate effectively with library managers in small public libraries.

PLS is the hub for 46 public libraries and provides a range of technology-based services to support libraries. The PLS network includes a combination of physical servers, virtual servers, and data storage, with over 250 workstations across the network.

Primary Responsibilities:

- Maintain, support, and develop Peace Library System's network infrastructure
- Deploy, maintain, and support hardware and software in headquarters and member libraries
- Manage Help Desk tickets
- Manage and troubleshoot workstations
- Provide training in basic computer knowledge and applicable software and hardware
- Coordinate purchases for PLS headquarters and member public libraries
- Assist in troubleshooting the integrated library system (Polaris)

Qualifications and Skills:

- Diploma or certification in computer networking and technology, or equivalent combination of training and experience
- Experience with hardware, software and network troubleshooting. Experience with Active Directory, SCCM, VMWare, Aruba, and Fortigate equipment is essential.
- Experience with network printer mapping and troubleshooting.
- Excellent communication, organizational and analytical skills with a strong attention to detail
- Excellent problem-solving skills
- Able to work independently and as a member of project teams
- Candidates must be willing to travel (vehicle provided) and possess a valid driver's license with a clean driving record.
- Some heavy lifting of equipment may be required

Salary Range: Peace Library System offers a competitive salary and benefits package.

Peace Library System headquarters is located in the City of Grande Prairie, approximately 450 km northwest of Edmonton. With a population of almost 70,000, Grande Prairie is an active, growing community with all services and amenities, situated in the beautiful Peace Country. Peace Library System serves a municipal population of 175,000 and a student population of 11,000 through a network of 46 public and 50 school libraries across northwestern Alberta.

This position will remain open until a suitable candidate is found, but a review of applications will begin October 1, 2019. Please note that only those candidates who are selected for an interview will be contacted.

Interested parties should submit a cover letter, resume, and three references to:

Janet Ayles
IT and Technical Services Manager
Peace Library System
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Grande Prairie, Alberta T8W 6T2
(e-mail): jayles@peacelibrarysystem.ab.ca
(web): <http://www.peacelibrarysystem.ab.ca>