



New Westminister Police Department

IT Systems Specialist Competition #21-P2

DEPARTMENT:	Information Technology Section	STATUS:	Full-time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$69,251 to \$81,779 annually plus comprehensive benefits package

We are seeking a qualified information technology professional to join our team and assume the role of IT Systems Specialist with the New Westminister Police Department. Working within a team environment in the Information Technology Section, the successful incumbent will perform a variety of tasks including but not limited to resolving hardware and software problems, installation and configuration computer software and hardware. This is a service centered position which will provide advice, assistance and instruction to department users. This role will also perform system and network administration duties and assist with the review and selection of new software and hardware; and perform related work as required.

REQUIREMENTS:

- Completion of a two-year diploma program in computer technology at an institute of technology or a university degree in computer science, plus a minimum of 3 years' experience or an equivalent combination of training and experience as acceptable to the employer may be considered.
- Considerable knowledge of the characteristics and capabilities of infrastructure hardware, operating systems, software and related systems management techniques and procedures.
- Considerable knowledge of the practices and procedures used in the installation, configuration and maintenance of servers, network equipment and other technology infrastructure systems.
- Ability to provide responses, services and support for all IT related matters; investigates, documents, assesses and resolves software, hardware, network and communication problems on IT systems and related equipment; liaises with vendor representatives and communication carriers in resolving complex problems.
- Ability to offer advice, assistance and training to users regarding the use of IT applications and hardware, communication systems and related equipment.
- Ability to conduct research to maintain up-to-date knowledge of developments in the IT industry; identifies priorities and opportunities to apply new technologies; documents requirements, cost estimates and reports to provide recommendations
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts; as well as the ability to work in a team environment and demonstrate good customer service skills.
- Ability to work independently and to establish work priorities, take initiative and perform duties under pressure.
- Ability to communicate effectively orally and in writing, and to speak effectively before a small group of employees.
- Physical ability for the position with the ability to lift up to 50lbs.
- The successful candidate must be able to pass and maintain a background security clearance.

In addition to your cover letter and resume please attach a separate Word or PDF document answering the following four questions: 1) What interests you in working at the NWPD. 2) Why do you want this position? 3) How does this position fit into your career plans? 4) What do you enjoy the most and the least about your current (or last) position?

Apply by sending the above mentioned documents quoting **competition #21-P2, by July 15, 2021** to the New Westminister Police Department via email at hr@nwpolice.org.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*