

PERSONNEL &
STAFF DEVELOPMENT
BOX 480, LA RONGE
SASK. S0J 1L0
PHONE: (306) 425-2183
FAX: (306) 425-5559
1-800-567-7736



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's Education Department is now accepting applications for the following **permanent full time** position based out of the La Ronge Education Department:

INFORMATION SYSTEM TECHNICIAN

Duties include (but not limited to):

- Maintains, analyzes, troubleshoot, and repairs computer systems, hardware and computer peripherals.
- Documents, maintains, upgrades or replaces hardware and software systems.
- Supports and maintains user account information including rights, security and systems groups.
- Design, plan and maintain the data transmission and data security for the Schools.
- Support, monitor, test, and troubleshoot hardware and software problems pertaining to LAN.
- Recommends and purchases parts for repairs or replacement of computer equipment.
- Provides end users support for all LAN-based applications.
- Installs and configures workstations.
- Installs new software security patches, upgrades, and resolves software related problems.
- Performs system back-ups & preventative maintenance.
- Maintains data files and monitors to ensure data integrity.
- Supports server system(s) with the latest operating systems and software.
- Develop, implement, and maintain all network communications for the Schools.

Job Requirements

- Minimum Diploma in Information Technology, or a field in the IT industry.
- Three years of experience in Information Technology shall be preferred.
- Certifications or licenses appropriate to industry shall be preferred.
- Developed understanding of industry regulations, standards, and best practices.
- Ability to adapt to new technology and demonstrated project management skills
- Ability to delegate, set expectations, and monitor progress of all direct reports.
- Provide Criminal Record & Vulnerable Sector Check.
- Saskatchewan class 5 Driver's license.
- Ability to drive to LLRIB community schools.

Deadline for applications: November 19, 2017 by 11:59PM

Submit cover letter and resume with **three (3) professional references** (excluding chief & councilors, or family members), one being your current or most recent supervisor, to the following:

Human Resource Office,
Lac La Ronge Indian Band
Box 480
La Ronge, SK. S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@lrib.ca)

Or, apply through the following link: <https://lrib.bamboohr.co.uk/jobs/view.php?id=84>

****Note: Your references MUST be people who you reported to and had direct supervisory authority over you. In the cover letter, please indicate permission to contact references****

For further information, call Larry Ahenakew, Director of Education at (306) 425-4938.

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check. Please be advised, applications received without the proper documentation shall not be considered. Telephone interviews will not be granted, but Skype *may* be considered.