

Network/Security Administrator

FACSFLA-2526-06

We uphold our responsibility to a community-wide vision of belonging, safety and well-being for children and young people within family, community and culture.

Employment Type:	Permanent	Duration:	N/a
Location:	Kingston	Anticipated Start Date:	ASAP
Schedule:	Mon – Fri	Hours of Work:	8:30 AM – 4:30 PM
Hours Per Week:	35	Available Positions:	1
Salary Range:	\$71,813 - \$83,252	Posting Date:	July 14 th , 2025
Internal Closing Date:	July 25th, 2025	External Closing Date:	July 25th, 2025

Job Summary:

Working with the Manager, Information Technology, the Network/Security Administrator is responsible for effectively maintaining the daily operation of the agency's information services infrastructure ensuring a high level of reliability, security and performance. Ensuring that all measures are proactively in place for detection, prevention and remediation of cyber risks is an essential responsibility of this position.

Required Qualifications:

- A diploma from a three-year accredited community college program, specializing in Computer Studies or equivalent
- Certification and training in the following areas:
 - Microsoft Certified Systems Engineer (MCSE) Designation/ Certification.
 - ITIL Foundation certification
 - Active Directory training
 - Network Security and monitoring training
 - Server 2008 or current version training
- A minimum of 2 years technical support and network administrator experience in mid-to-large size organization
- Experience and knowledge in the area of cyber risks and intrusion protection
- Excellent knowledge of Network Security and industry best practices for usage of VPN, Firewall and Antivirus, VoIP and monitoring tools

- Excellent knowledge of Office 365 in particular Azure and InTune products
- Knowledge of and understanding of anti-racism and anti-oppression principles and ability to incorporate these in the day-to-day practice.
- Knowledge and understanding of emerging trends, best practices, and legislation related to equity/Truth & reconciliation best practices and innovation in all areas related to diversity, equity, and inclusion.

Duties and Responsibilities:

- Responsible for the installation, configuration and maintenance of technological equipment in particular back-end infrastructure
- Ensure availability of computer documentation for all systems under their purview
- Provide data security by managing access and the data backup and retrieval system
- Manage user accounts, including security access and file permissions
- Update and audit access levels, ensuring data is secure from unauthorized access
- Maintain and support all server, network equipment, audio visual, communications, door access and security equipment, along with all associated software, including, but not limited to, servers, switches, firewall, routers and network appliances
- Support user remote access including but not limited to, monitoring and troubleshooting issues of connectivity with remote locations
- Assist in onboarding of the employees and exit of the employee by new hire system set up and the removal of files from staff's equipment prior to leaving the organization
- Administer all system backups, ensuring data integrity through regularly scheduled backups and secure storage of essential media, verifying backup is functioning properly through regular testing of restore process
- Assist in development and maintenance of security protocols for access to the Agency's technology resources

How to Apply:

- ☐ Email your resume and cover letter to the People and Culture team at RECRUITMENT@FACSFLA.CA
 - ☐ Include the Competition File Number AND Job Title in the Subject Line
-

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Equity, Diversity and Inclusion

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. In support of our Strategic Priorities, we are seeking members who reflect diverse identities, lived experiences and perspectives to assist the organization in reflecting the community we serve. This is consistent with our obligation under the Ontario Human Rights Code to ensure that our hiring practices remain equitable to candidates from groups protected by the prohibited grounds under the Code.

Accommodation

The Agency will provide support in its recruitment processes for applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact a member of the People and Culture team at recruitment@facsfla.ca

To learn more about FACSFLA, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

