



# Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

---

## EMPLOYMENT OPPORTUNITY

### **Information and Technology Systems Administrator.**

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation Title and Rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

#### **Job Purpose**

Accountable to the Executive Director, the Information and Technology Systems Administrator is responsible for the upkeep, configuration, and operation of the ONA computer systems and servers. This includes installing and managing desktop and laptop computers, servers, networks, IT security systems and other critical components of the ONA IT infrastructure. The system administrator is furthermore responsible for determining appropriate IT policies, supervision of staff where applicable, and the purchasing of IT equipment. The uptime and security of ONA systems are of critical importance as such is ensuring operational management is consistent with legislation. The position is responsible for implementing and observing sound principles and best practices ensuring the Syilx world view is upheld while at the same time, upholding the Chief Executive Council mandate.

#### **Scope**

This position will oversee organizational information and technology activities and work with all departments as well as assigned committees, external governments and First Nation and other partners.

#### **Key Responsibilities:**

##### ***Managerial Responsibilities***

1. Lead and complete organizational information and technology matters including strategic planning, policies and procedures, technical acquisitions, and standards.
2. Analyze business requirements to develop and execute IT plans and projects to meet business goals.
3. Develop and implement policies and procedures for electronic data processing and computer systems development and operations.
4. Meet with staff to discuss system requirements, specifications, internal control systems, costs and timelines.
5. Design, develop, implement, operate and administer computer and telecommunications software, networks and information systems.
6. Control the budget and expenditures of the department, company or project.

7. Create and deliver training programs as required.
8. Manage enterprise-wide IT systems and ensure business continuity and disaster recovery plans are in place.
9. Understand relevant legal frameworks and legislation with respect to privacy and access and ensures compliance.
10. Assist in planning the yearly IT budget, obtaining competitive prices from suppliers to ensure cost effectiveness of IT infrastructure.
11. Support contract negotiation and contract reviews as appropriate for information systems and technology.
12. Work to increase user satisfaction and ensures that service levels are achieved or exceeded.
13. Develop and review key performance indicators to determine productivity, quality of output, and cost of service, with an objective to continually improve results.
14. Ensure IT connectivity and security for all on-boarding staff, as well as off-boarding IT accounts within the organization.
15. Understanding of Azure Intune policies, Microsoft 365 administration and SharePoint /Teams administration.
16. Work with third-party vendors as required.

### **Qualifications and Competencies**

The position will require the following qualifications, values and competencies.

#### **Qualifications**

Master's degree in computer science, Computer Engineering, or related discipline or relevant field, knowledge of VMware and (5) five years related work experience or an equivalent combination of education and experience.

Experience working within a First Nation organization is preferred.

#### **Knowledge, Skills and Abilities**

1. An in-depth knowledge of the policies and practices governing the information and technology functions and activities.
2. A sound understanding of specific security legislation and other regulations governing information technology.
3. Excellent understanding of all areas of IT infrastructure, including server, client, network and security.
4. Proven experience developing and implementing an IT vision and roadmap to implement strategic plans.
5. Demonstrated project management, organizational, and analytical skills.
6. Mediation and conflict resolution skills and experience, together with the ability to collaborate with colleagues and partners.
7. Excellent communication and presentation skills with the ability to effectively communicate complex technology concepts into accessible business terminology.
8. Demonstrated organizational, time management and presentation skills.
9. Experience in working with First Nation organizations.
10. Availability of a reliable vehicle and a valid BC Drivers' License as some travel will be required to our other locations in Penticton and Castlegar.
11. Ability to work flexible work hours.

## Competencies

1. Teamwork.
2. Reliability and Dependability.
3. Flexibility and Adaptability.
4. Communication.
5. Problem Solving.

**Values** – Respect, Honesty, Sharing, Trust and Unity.

**Hours of work:** Full time, 40 hours per week.

**Wage:** \$39.60 to \$53.57 per hour, or \$82,365 to \$111,435 per annum. Participation in the ONA medical and pension programs under certain conditions.

**Office Location:** Westbank.

**Application Procedure:** Interested candidates are invited to send a current resume and covering letter to:

David Leroux, Human Resources Manager  
Okanagan Nation Alliance  
#101-3535 Old Okanagan Hwy, Westbank BC V4T 3L7  
Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) or Fax: (250) 707-0166

Thank you for your interest. **No phone calls please.** Only those shortlisted will be contacted.