

Job Posting - Township of Langley

Job Title:	Network Administrator
Competition Number:	25-U055
Employment Type:	Regular Full-Time
Pay Rate:	\$46.07 - \$54.44 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	April 30, 2025
Competition Internal Closing Date:	May 8, 2025
Competition External Closing Date:	May 14, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Network Administrator** to join our team of professionals in the Information Technology Division. Reporting to the Manager, IT Operations, in this unionized position you will maintain performance of the Township’s computer systems, networks, associated IT devices, and take the lead on enhancement and installation projects of specified computer and network systems.

Responsibilities

- Project lead for assigned computer system enhancements and installations
- Evaluate internal customer requirements for hardware and software applications and provide advice and assistance as necessary
- Coordinate the work of consultants and participate in analyzing and developing plans for network growth
- Investigate system issues and provide support in achieving a resolution
- Research, recommend and prepare reports, guidelines and procedures for computer security and monitor the use of software/hardware to ensure compliance
- Prepare and maintain a variety of materials including manuals, records, files, reports and correspondence
- Develop codes, test and maintain specified programs for systems maintenance
- Plan, assign and supervise the work of technical staff as required
- Perform related work as required

Qualifications

- Two-year diploma from an institute of technology in systems and programming, plus considerable related experience or an equivalent combination of training and experience
- Thorough knowledge of the characteristics and capabilities of the Township’s computer systems, components, and related software
- Considerable knowledge of communications network and operating techniques and procedures
- Sound knowledge of the methods and principles used in training users in hardware and software applications
- Ability to communicate effectively and establish and maintain good communication with a variety of internal and external contacts
- Working knowledge and hands on experience with Palo Alto Firewalls and Cisco Wired and Wireless technologies is considered an asset
- Experience and/or formal training with one or more of the following technologies is considered an asset: AD and Azure AD (Entra ID), VMWare vSphere, NetApp Ontap, Commvault/Veeam, SolarWinds, Mitel/ShoreTel, Cisco, CompTIA, VMWare

Security Clearance for work at RCMP Buildings is required. (not required as part of the application process, however will be required upon consideration for employment)

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver’s License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver’s License or Driver Factor Report will not be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

