



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## TECHNOLOGY ADMINISTRATOR

<b>Job ID</b>	<b>29631-5284</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=29631-5284">https://careers.indigenous.link/viewjob?jobname=29631-5284</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2019-11-15	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Job Posting: Security Technology Administrator

The Security Technology Administrator is responsible for organizing and leading the security technology function for the Department of Security Services. This includes managing a team of employees, being the functional subject matter expert and assisting as part of the management team within the Department.

Duties & Responsibilities Include Unit Management:

- Management of unionized employees;
  - Ensuring that unit activities comply with prescribed safety requirements and all related policies;
  - Ensuring that all work is performed to University standards;
  - Systems budget management.
- Security Technology Expert and Lead System Administration and Maintenance
- Project Management:
  - Liaise with other University Departments to ensure the integration of Security systems with existing infrastructure;
  - Develop, implement and maintain information technology process flow, policies and procedures, methodology, control and operations documentation and training materials, to ensure proper and effective utilization of systems;
  - Provide strategic direction for continuous improvement and expansion of the system with a focus on enhanced client relationships and customer satisfaction;
  - Prepare long-term service plans based on more preventive maintenance and less emergency service;
  - Develop and update the standards and conventions used to implement the systems based on experience with current and emerging vendor technologies and campus-wide requirements;
  - Provide 24/7 emergency responses for systems and network issues and respond to alarms when required;
  - Developing and implementing policies and procedures to ensure proper and effective utilization of systems;
  - Oversee the Axiom University Card and Closed Circuit TV Systems.
- Planning and Advising:
- Provides strategic direction for continuous improvement and expansion of the system with a focus on enhanced client relationships and customer satisfaction;
  - Consults with departments to provide advice regarding the introduction and maintenance of these systems;
  - Oversees the investigation and incorporation of new technology including the conduction of feasibility and cost-benefit

analyses in planning and designing new or upgraded installations.;

- Oversee the provision of customer education initiatives in maintenance service and works with the customer to set and prioritize work requirements and prepare long-term service plans based on more preventive maintenance and less emergency service;
- Works with Planning and Construction Project Managers to identify and plan for security requirements in renovations and new construction;
- Responsible for developing and updating the standards and conventions used to implement the systems based on experience with current and emerging vendor technologies and campus-wide requirements.

Position RequirementsQualificationsBachelor's degree in Computer Science, Business, Security Electronics and or Technology or a related field of study or combination of education and experience ExperienceRequires 2 years of relevant experience including experience as a technical and subject matter expert in security technology administration Requires 4 years of relevant experience including experience in management

Project Management Experience would be an asset Competencies Demonstrated ability to display and work in accordance with the Facility Services Departmental Values including: Trust, Respect, Accountability, Integrity, Teamwork, Perseverance Demonstrates a Collaborative approach and leadership style Excellent written and oral communication skills Excellent organizational and time management skills

For more information, visit McMaster University for TECHNOLOGY ADMINISTRATOR