



huuayaht

ANCIENT SPIRIT, MODERN MIND

Full-time Position: Information Management/Information Technician

Location: Port Alberni and Anacla Government Offices

Annual: Dependent on education and experience in accordance with HFN Human Resources Regulation

Authority Relationship: Director of Infrastructure and Capital Projects

Key Accountabilities:

- Analyze and determine what the organization needs in a network and computer system
- Maintain networks, electronic documents and computer system security and ensure that all systems are operating correctly
- Delivery of exceptional technology service to equipment users
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

Job Duties:

- Install all network hardware and software
- Learn about new technology and look for ways to upgrade the organization's computer systems
- Collect data in order to evaluate the network/systems performance and help make the system work better and faster
- Add users to the network and assign and update security permissions on the network
- Train users on the proper use of hardware and software
- Solve problems when a user or an automated monitoring system informs them that a problem exists
- Determine short- and long-term personnel needs for departments
- Negotiate with vendors to get the highest level of service for the organization's technology
- Design, development, implementation, and maintenance of web/mobile based GIS applications
- Spatial database design, development and administration
- Desktop mapping with ArcGIS; Web mapping with GeoServer or ArcGIS Server
- Serves as the IT point of contact and accountable for the IT portion of new office setups, office expansions and includes relocation, installation of voice/data communications solutions, LAN and PC equipment.
- Responsible for monitoring data backups in offices to ensure that they are completed on a regular basis
- Phone systems installation and troubleshooting
- Security systems operation
- Photocopier systems and operations
- Sound systems for live stream/regular meetings setup and operation



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Operational Requirements:

- Valid class 5 driver's licence.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Willingness to travel between Port Alberni and Anacla Government Offices.
- Successful background check, including employment verification, reference checks, credit inquiries and education/credential verification.

Education and Experience Requirements:

- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- Bachelor's degree in computer or information science or related field; Bachelor's in Business Administration an asset.
- 3 to 5 years related experience or equivalent.
- Strong hardware knowledge and experience with comfort in building/imaging/reinstalling windows and backing up/restoring user profiles, data and applications.
- Strong foundation with hardware, software and networking/connectivity.
- Passionate technology and related confidence
- Knowledge of current trends in the specific field.
- Ability to multi-task and work well under pressure.
- Excellent interpersonal skills/relationship building skills.
- Excellent oral and written communication skills.
- Training ability/experience a plus.
- Demonstrates strong initiative and judgement.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail attention: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote IT Specialist Posting. Closing date for this position is November 9, 2018 at 4:00 pm.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. Iisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- Iisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other