



School District No. 46 (Sunshine Coast)

DRAFT JOB DESCRIPTION #PR-07

INFRASTRUCTURE SECURITY AND SYSTEMS LEAD

Location: Technology Department

SUMMARY:

Reporting to the Manager of Information Technology, the position is responsible for the implementation and operation of IT infrastructure including networks, servers, and cloud services while providing technical leadership to a team of System Technologists. This role proactively monitors security events and emerging risks and enforces security policies to protect the environment. Additionally, this position oversees backups, disaster recovery, and system integrity to ensure resilience against disruptions.

DUTIES:

- Designs, plans, and implements District-wide network architecture, IT infrastructure, and cloud strategies to ensure scalability, security, and high availability.
- Deploys, configures, and manages operating systems (Windows, Linux, etc.), server hardware, virtualization platforms, and cloud-hosted environments (e.g., Azure), ensuring compliance with security standards and organizational policies.
- Administers and maintains on-premises and cloud-based enterprise systems, including Microsoft infrastructure, network services, and related technologies for optimal performance and reliability.
- Installs and upgrades software on servers and endpoints; evaluates and applies security patches and resolves related issues.
- Oversees IT security programs and infrastructure projects, ensuring compliance with applicable laws and regulations while meeting budget, quality, and organizational goals.
- Manages and monitors backup and disaster recovery systems to ensure data integrity and adherence to retention and recovery policies.
- Follows and supports structured change management practices, including writing standard operating procedures (SOPs), IT policies, knowledge base articles, and applying ITSM best practices.
- Supervises and supports System Technologists, providing quality assurance, daily direction, and leadership in long-term project planning and execution.

- Stays current with developments in the IT field and researches, evaluates, and recommends new technologies, methods, and best practices.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job-related duties as assigned.

QUALIFICATIONS:

- Degree in Computer Science or a related field, or equivalent experience with relevant IT certifications. Certifications in other Microsoft Enterprise products would be advantageous.
- 10 years of IT experience preferred, with emphasis on infrastructure and Enterprise product support.
- Cybersecurity certification (e.g., CompTIA CySA+) is preferred; and other certifications such as Azure, VMware, and Windows Server, would be an asset.
- Proven leadership in project management and team supervision, with knowledge of unionized environments.
- Strong analytical, problem-solving, and organizational skills; able to prioritize tasks under pressure.
- Excellent interpersonal and communication skills, with the ability to support both technical and non-technical users professionally.
- A valid BC Driver's License and reliable transportation to access school sites throughout the district.

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

Secretary Treasurer

President

Date

Date

Created: June 15, 2025
Approved: