



Senior Network / Systems Engineer

Responsible for organizing, planning, directing, and controlling all of the client Information Technology functions, including systems and programming, computer operations, phone operations, and related vendor relationships. Establishes, implements, and administers IT divisional policies and procedures. Acts as senior manager over all hardware, software, and equipment purchases and maintenance. Responsible for future technological innovations and the development and implementation of the client company's IT strategic plan. Responsible for disaster recovery planning and mitigation strategies. Continually monitors technical and processing priorities and methods. Trains, directs, and supervises junior staff.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1. Assumes responsibility for the development and implementation of effective IT planning and strategies.**
 - a. Assists the Managing Director with long and short run IT planning for clients. Develops a total strategy and direction for the client's IT functions.
 - b. Executes established goals and ensures that corporate-wide goals are complemented and supported.
 - c. Develops and implements operational plans, policies, and goals which further strategic objectives.
 - d. Continually evaluates established policies and procedures and updates or modifies them as necessary.
- 2. Assumes responsibility for the effective performance of IT functions.**
 - a. Ensures the implementation of cost effective and efficient systems and computer operations designed to meet current and future information needs.
 - b. Manages, directs, oversees, and ensures the efficiency of Computer Operations, Telecommunications, Information Technology, LAN/WAN Networks, and PC systems.
 - c. Ensures that users' and clients' needs are met and that they are fully capable of utilizing established systems.
 - d. Ensures that equipment, peripheral devices, and software are set up and operated in accordance with prescribed instructions. Researches and recommends equipment, software, and system updates.
 - e. Ensures that IT systems are secure, properly backed-up, and appropriately documented.
 - f. Manages and oversees company's expenses. Pursues cost-saving measures.
- 3. Effectively supervises IT personnel, ensuring optimal performance.**
 - a. Provides leadership to personnel through effective objective setting, delegation, and communication.
 - b. Ensures that personnel are well trained, effective, and optimally used. Instructs personnel regularly regarding policy, procedure, and program changes.
- 4. Assumes responsibility for ensuring that professional business relations are established and maintained with clients, vendors, trade professionals, etc.**
 - a. Ensures that questions and concerns are promptly and courteously resolved.
 - b. Ensures that Company policies and procedures are effectively conveyed.
 - c. Ensures that the Company's professional reputation and appropriate levels of confidentiality are maintained.
- 5. Assumes responsibility for related duties as required or assigned.**
 - a. Stays informed of trends and changes in the information services field.
 - b. Completes special Information Technology projects and research studies as required.

QUALIFICATIONS

- EXPERIENCE REQUIRED:** Minimum fifteen (15) years of experience in information services Supervisory experience required.
- CERTIFICATION:** 2007 or newer: MCSE, MCPS, MCITP, MCSES, MBSP
- REQUIRED KNOWLEDGE:** Advanced analytical/technical knowledge pertaining to decision analysis and financial/budget administration.

Please apply in writing to:
Suite 1168, 48 Par-la-Ville Road Hamilton HM11 Or email: info@stl.bm
Closing dte October 28, 2011