



IT Analyst (2 positions) Term to March 31, 2025

Results Oriented – Diverse - Innovative

Elections Saskatchewan is currently working on an initiative to modernize election administration in Saskatchewan. The modernization initiative will introduce laptops and vote tabulators in voting locations, expand voting opportunities as well as developing a new election management system that will be used to manage all aspects of the election. This modernization initiative will directly impact over 10,000 election officials who work during a general election. This is an opportunity for IT professionals to realize their next career goal by becoming a part of our challenging and fast-paced environment. These key technical roles will support a modern, best practice election management organization in Saskatchewan and will provide an opportunity to expand technical expertise and contribute to leading-edge technical change and innovation.

Be part of the excitement and help modernize the delivery of Saskatchewan's elections!

Responsibilities

Reporting to the Director of Information Technology (IT), the Information Technology (IT) Analysts are responsible for providing technical expertise on managing the configuration, installation and maintenance of hardware, software, and other specialized network devices. The IT Analyst will provide system administration functions and will maintain and support workstations and hardware including providing front-line service support to end users. These positions will be responsible for the technical infrastructure, including backups, server maintenance, and networking. These positions will also play a key role in overseeing the preparation and support of laptops and tabulators that will be used in voting locations across the province as well as supporting field staff by conducting training for election officers and provides troubleshooting support throughout the election period.

For the technical professionals who are looking to expand their leadership experience, these positions will have the exciting opportunity to manage a mid-sized team of IT resources during the implementation and delivery phase of the election cycle.

Qualifications

Completion of post-secondary education in Information Management, Technology or Business Administration and considerable experience with information management systems within a technologically complex environment.

Proficiency in IM/IT systems, architecture, operations, support, and security.

Knowledge of Microsoft Windows Server and Desktop Operating Systems, Active Directory, Microsoft Office365, Azure, and HyperV.

Additional competencies for these positions include the ability to demonstrate creativity, show initiative, be collaborative, solve problems and organize effectively. These are term positions until March 2025.



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Additional hours including evenings and weekends will be required during certain phases of the election cycle.

Employees are required to be non-partisan. Read more at www.elections.sk.ca/workers/non-partisanship.

The salary range is for these positions is \$63,540 to \$99,960 annually (MCP04 to MCP 06 depending on qualifications and experience).

Interested applicants should email a cover letter and resume to humanresources@elections.sk.ca by November 30, 2022. Only those invited for an interview will be contacted.

Elections Saskatchewan (ESK) is the province's nonpartisan election management body and is an independent office of the Legislative Assembly of Saskatchewan. ESK directs and supervises the administration of provincial electoral events including Saskatchewan's next general election, scheduled, by legislation, for October 28, 2024. Information for voters, workers, media, candidates, and parties at www.elections.sk.ca.