Analyst II, Electronic Access

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Professional and Managerial Group

Analyst II, Electronic Access

Finance and Administration, Physical Resources

Hiring #: 2017-0618

Please read the Application Instructions [1] before applying

Reporting to the Manager, Information Technology Services, Physical Resources, the Analyst II, Electronic Access (EA) will work as part of a team to implement, support, and advance EA solutions for the University of Guelph main campus.

The Analyst II, EA (‘the Analyst’) will support and customize the growing number of specialized EA server services that are hosted on the main campus, interfacing with the University’s Computing and Communication Services (CCS) infrastructure team to co-create an optimal working environment for the electronic access system across campus buildings. The incumbent will work closely with the security software vendor, and security installation vendors to maintain and scale the infrastructure to meet the needs of the EA installations on campus and to integrate ideas and system requirements to ensure a well-functioning electronic access system.

The incumbent supervises one full-time Electronic Access System Administrator. The Analyst will also function as part of the Physical Resources IT team, working within established policies and guidelines, as well as using professional judgement to implement and advance IT solutions for the Directorate, particularly with respect to electronic access, including providing support, functional guidance, solutions and recommendations to Physical Resources employees at all levels, and determining any need for escalation. Routine contacts include IT staff across campus, senior Physical Resources administrators, vendors, suppliers, and contractors. The Analyst will perform other associated duties as assigned. Occasional evening or weekend work may be required, some of which may be on-site.

Requirements of the position include: An undergraduate degree in Computer Sciences or related field and several years of related experience, or an equivalent combination of education and experience. Additional requirements include: demonstrated technical competence in all areas of IT, especially experience with electronic access systems, specifically Genetec Software (e.g. complete range of computer hardware and peripherals including but not limited to: MS Windows based desktop PC’s, MS Windows based servers, embedded programmable logic controllers, fiber-optic storage solutions. Familiarity with Windows7, Windows C/C#, MS RDP, VMware, MS Excel, MS Word, VISIO, and MS Office 365 along with a working knowledge of TCPIP networking and troubleshooting, DHCP services, and VLANs is desired. Hands on experience with HID electronic door controllers, electronic door locks and related electronic access door components would be an asset. The Analyst II, EA must possess skills necessary to support, maintain and foresee required enhancement needs with respect Electronic Access applications, systems and services that directly impact PR’s business and maintenance systems and the needs of its staff. Supervisory experience and an understanding of large post-secondary IT environments would be an asset.

Position Number 836-040
Classification P03*
Professional/Managerial Salary Bands [2]
All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review.

Posting Date: 2017 12 04
Closing Date: 2018 01 17

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