

Infrastructure Analyst

Position Status:	Temporary Assignment to March 31, 2027
Posting Status:	Open
Location:	26 Prince Andrew Pl, North York, Ontario, M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$75,185 to \$105,116 per year
Hours of Work:	36.25 per week
Posting Date:	September 21, 2026
Closing Date:	October 2, 2026

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda across the province.

At the heart of our work is a commitment to democracy—making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Information Technology and Digital Solutions division of Elections Ontario is seeking an experienced IT professional to fill the role of Infrastructure Analyst.

What to expect in this role

Reporting to the Manager, Infrastructure Services, you will:

- Respond to the assigned tickets and resolve problems in the designated technology areas.
- Provide system administration including security management, user account management, email systems, internet access, office systems and applications support.
- Provide advice and recommendations to management to assist in technology directions, decisions, and roadmap.
- Provide 2nd and 3rd level support in the designated areas.
- Provide technical guidance, advice, and assistance to other members of the team when required.

- Assist in setting and maintaining standards for the designated technologies.
- Perform installations and upgrades of server operating systems, system software, system patches and hot fixes as required.
- As required, provide day to day operations support and system administration tasks.
- Conduct hardware and software audits and review of server infrastructure to ensure compliance with established standards, policies, and configuration guidelines.
- Develop and maintain technical documentation, diagrams, and procedures for the designated technology areas.
- Support server, network and desktop hardware, software, and applications.
- Play a key role in the rollout of hardware and software.
- Assist with technology planning through ongoing research.
- Troubleshoot and rectify technical problems and escalate if necessary.
- Analyze problem trends to identify underlying issues.

What you need to qualify

- University Degree/ College Diploma or equivalent in Computer Science.
- Minimum 3+ years' hands- on experience in working with Windows Server, Microsoft 365, SharePoint, MS Teams.
- Solid technical Knowledge of DNS, DHCP, AD, LDAP and TCP/IP, IIS, SSL, FTP.
- Experience in some or all the following technologies - Networking, Backup, NAS, Antivirus, Corporate Printing, VoIP telephony, Microsoft Azure, ice Contact Center.
- Current IT certifications considered.
- Proven strong analytical and troubleshooting skills is a must.
- A high-performance team player with an open mind and attitude to explore new technologies, improves efficiency, and embrace change.
- Customer Service Focused.
- Demonstrated ability to work in a dynamic and highly demanding environment.
- Excellent communication skills, both written and verbal.
- Works well in a team environment; and
- Must be legally entitled to work in Canada.
- Must have a valid driver's license



This role requires in office presence five (5) days per week. There is no hybrid opportunity.

The successful candidate will be required to complete criminal background and social media checks as part of the hiring process.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File **#EO-2026-111, First Name last Name** in the subject line, to jobs@elections.on.ca no later than **4PM on October 2, 2026**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.

At Elections Ontario all resumes are screened by the Talent Acquisition team and Hiring Managers, without the use of AI. For criminal record checks, AI is also not used for screening purposes. When conducting social media checks, AI technology is utilized to complete these activities.