Job Description – Information Systems Administrator

- Network Administrator
    - Responsible for the daily performance and availability of WSA's network.
    - Analyze network and recommend upgrades / changes.
- Information Technology
    - Ensure proper functioning of the information processing system and oversees necessary upgrades.
    - Ensure computer equipment, hardware and software are updated to meet WSA's needs.
- Information Systems Security
    - Responsible for developing and managing Information Systems security, including disaster recovery, database protection and software development.
    - Ensure all applications are functional and secure.
- Systems Programming
    - Review, analyze, develop, install and modify computer operating systems including encoding, testing, debugging and documenting programs.
- Website & Telephone Communications
    - Responsible for development, implementation and maintenance of WSA's website.
    - Oversee the development of web content and maintenance of web server.
    - Liaise with telephone communication provider to ensure WSA's telephone communication needs are met.
- Actuarial Support
    - Oversee calculation of product premiums and reserves and work in conjunction with WSA's Consulting Actuary to ensure that such calculations are in accordance with regulations and standard actuarial practices.