

## PLEASE POST

The **Eastern Townships School Board** is seeking candidates  
for the following position

### ANALYST

#### NATURE OF THE WORK

The position of analyst encompasses, in particular, responsibility for the analysis, development, coordination and control of systems, methods, procedures and programs pertaining, among others, to administrative organization and operations, communication structures, data processing by computer or by other means and the rational use of school board resources.

#### SOME CHARACTERISTIC DUTIES

The analyst evaluates the needs of one or more fields of activity of the school board, gathers information from users and identifies potential problem areas; he or she devises, develops and recommends possible solutions to the problems identified.

He or she coordinates and ensures the implementation and update of programs; he or she ensures that deadlines are respected and proposes the required corrective measures; he or she organizes and conducts training and professional development sessions intended for the personnel concerned, and ensures evaluation and follow-up.

He or she conducts the necessary analyses to meet the community's needs in information; presents statistics and prepares documents or reports, and oversees the use and update of databanks.

He or she participates in the development and application of the standards and procedures pertaining to his or her sector of activity and ensures compliance; he or she may be called upon to conduct research or to provide advice on the application of collective agreements, laws, regulations and administrative rules.

He or she provides advice to the school staff members concerned.

He or she provides advice and support to the management staff of services and educational institutions on the purchase of computer equipment and software, room layouts, distribution of duties, working methods and procedures or financial management.

He or she plans, coordinates, distributes and oversees the work of support staff pertaining to the mandates and responsibilities of his or her sector of activity.

#### QUALIFICATIONS REQUIRED

- Diploma of University studies in a relevant field of study
- Valid driver's permit and access to a vehicle to be able to travel between the school board establishments
- Must be bilingual

Technical knowledge of the following:

- Good knowledge of Microsoft server
- Good knowledge of MY SQL, MS SQL
- Good knowledge in Website analysis and development
- Advanced knowledge of Excel

Knowledge of the following elements would be considered an asset:

- SQL Server Reporting Services (SSRS)
- Share Point

**PLACE OF WORK** Central Board office in Magog, QC  
**STARTING DATE** As soon as possible  
**SALARY** In accordance to the Professionals' Collective Agreement

Please submit your curriculum vitae before January 20, 2012 to:

Jeffrey Pauw

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*Equal opportunity for all*