

PLEASE POST

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

DATA PROCESSING TECHNICIAN, PRINCIPAL CLASS Board Office

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in performing the functions of team leader for a group of data processing technicians or in carrying out highly specialized technical functions requiring knowledge and creativity superior to the qualifications normally required of a data processing technician.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment works with the members of his or her team to carry out the characteristic functions of data processing technicians and carries out the most complicated work. He or she distributes the work among the members of his or her team and ensures that the work is carried out; at the request of his or her immediate superior, gives advice on the quality of the work completed; takes part in training his or her team members.

This class also includes employees who principally and customarily carry out highly specialized technical work of a complex nature¹ and for which a sense of creativity² and a freedom of action³ are required of these employees.

More specifically:

He or she manages, installs, maintains and repairs hardware and software for local area networks, workstations, third-party application, Wireless Access Points and management servers located in the Board's schools and learning centres, configures systems or oversees the installation of components according to the procedures he or she establishes. He or She monitors and maintain network performance and network servers, switches and cabling and provides proactive security and backups of critical network servers and systems.

He or she tests, modifies and upgrades computer networks; develops and oversees the application of various procedures related to the use of networks and equipment maintenance and acts as a resource person for the complicated breakdowns of equipment and software.

He or she formulates suggestions and recommendations concerning the purchase of computer equipment and conducts technical evaluations of hardware, software and network products.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS

Schooling and experience

Hold a Diploma of College Studies in Computer Science Technology in an appropriate specialty for the class of employment (network administration) or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.

OTHER REQUIREMENTS

- Networking certification (CISCO or equivalent)
- Strong understanding of network topologies, local and wide area networking and telecommunications
- Experience with Microsoft Windows server administration and Active Directory
- Experience with CISCO VOIP systems and Fortigate Firewall
- Ability to communicate in French and English (oral and written)
- Strong analytical, organizational and technical problem solving skills and attention to detail
- Good sense of urgency and recognizes priorities in a changing environment
- MCSE or MCSA certification and knowledge of Hyper-V are considered an asset
- Possess a valid driver's license and access to a vehicle

¹ Complexity of work

This refers to:

- a) work requiring specific knowledge in addition to that usually required of the data processing technician;
- b) work considered unique, essential and a determining factor in the implementation of the activity program in its entirety;
- c) work which, due to its complexity, makes such employees the most immediate collaborators of professionals and management.

² Creativity

This refers to:

- a) work which requires new work methods and the adaptation of technical procedures;
- b) work which requires a choice from among possible lines of conduct.

³ Freedom of action

This refers to:

- a) work performed under the supervision of an experienced professional: the employee who carries out the work cannot be under the responsibility of another data processing technician, principal class;
- b) work defined according to priorities and objectives and performed with a wide range of latitude

SUPERVISOR: Coordinator
SCHEDULE: 35 hours per week
STARTING DATE: As soon as possible
SALARY: \$25.53 - \$33.56/hour

Please send your application in writing by 2:00 p.m. on December 3, 2018 to:

hr@etsb.qc.ca

Human Resources Department
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Equal opportunity for all