

PLEASE POST

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

DOCUMENTATION TECHNICIAN **Board Office (Magog)**

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in performing technical tasks related to the organization and operation of one or more documentation centres: libraries or document management centres.

In his or her work, the employee in this class of employment may provide technical assistance to personnel involved in document management and to users of documentation centres.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment is required to ensure the processing of documentation received or acquired in a documentation centre; he or she carries out technical duties related to the retrieval, classification, cataloguing and indexing of documents; he or she ensures that the documents are filed or archived according to a retention calendar. He or she may be required to assist personnel involved in document management and in applying the retention calendar.

He or she takes part in updating the classification system; he or she ensures, in accordance with the applicable laws, that the procedures for filing, loan, circulation, scanning, preserving and disposing of documents are drawn up.

He or she provides users with information on the document filing system, management software used in the documentation centre, reference system, rules and procedures of the centre and use of consultation documents. He or she applies facilitation techniques in the documentation community as well as techniques for promoting documentary services and reading.

He or she ensures the loan and circulation of documents according to the rules established; replies to questions from users; finds and prepares documents; organizes group visits. He or she may create bibliographies on various subjects. He or she directs users to the appropriate sections and ensures that the rules of conduct and operation of the documentation centre are respected.

He or she participates, according to the policies defined and the procedures in effect, in the evaluation, selection, conservation and disposal of documents. He or she may scan documents. He or she ensures the repair and binding of documents.

In conjunction with the administration, he or she follows up on the budget allocated to his or her sector and purchases documents, supplies and material. He or she verifies the prices in trade bibliographies and publishing house catalogues. He or she manages subscriptions and renewals.

If need be, he or she prepares lists and statistics on documentary services.

He or she uses a computer and the necessary software to perform his or her duties; he or she conducts research on the Internet; he or she may be required to assist a staff member with software specific to his or her sector of activity.

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.

The employee will be required to ensure the archiving and conservation of documents, develop management tools and support schools and centres with regards to the laws and regulations relating to the management of documents as well as in the implementation and the application of the electronic processing of documents.

He or she maintains and revises the procedures for archiving and conservation in order to ensure that they are consistent with legal and regulatory requirements while responding to the needs of the school board.

He or she processes, in collaboration with the Secretary General, the Access to Information requests.

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

REQUIRED QUALIFICATIONS

Schooling

Hold a Diploma of College Studies in Information and Library Technologies or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OTHER REQUIREMENTS

- Be knowledgeable of and able to manage different legislations, including the Act respecting Access to documents held by public bodies and the Protection of personal information, the Archives Act, and the Regulation respecting retention schedules, transfer, deposit and disposal of public archives and, the Act to establish a legal framework for information technology;
- Bilingual (French, English), oral and written
- Competency in the use of integrated data management systems
- Able to manage several requests at once;
- Excellent customer service ability (high quality of service, courtesy, patience, communication etc.);
- Demonstrate autonomy, organization, rigor, team spirit and good judgement;
- As a reference, this position involves the manipulation of boxes (approximately 10 kg) as well as occasional travel within the school board and in deposits of external documents;

On an indicative basis, the main software used are:

- *Clé de route and Constellio*: Software for electronic management of documents;
- *Jade*: Educational data base of the students of the School Board;
- *Charlemagne*: Education ministry Interface allowing access to educational results for students;
- *Office*: Word, Excel and Outlook

SUPERVISOR: Secretary General
SCHEDULE: 35 hours per week (Monday to Friday) 8:30-4:30
STARTING DATE: As soon as possible
SALARY: \$22.23 - \$29.63 per hour

Please send your application in writing to:

hr@etsb.qc.ca

Human Resources Department
Eastern Townships School Board
340, Saint-Jean-Bosco Magog, QC J1X 1K9
FAX: (819) 868-3821

Equal opportunity for all