

PLEASE POST

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

ANALYST ICT DEPARTMENT

Magog

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 the security of information, the 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 staff 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 is responsible for information security standards in accordance with the *Centre opérationnel en cyber défense* (COCD), develops and implements information security strategies and analyzes log entries in view of making necessary corrections with the assistance of the ICT team.

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 and support to the management staff of services and educational institutions and 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

A bachelor's degree in an appropriate specialty, notably:

- administration;
- computer science.

Excellent interpersonal skills with a customer service mindset.

Knowledge of the Educational System would be considered a strong asset.

SUPERVISOR: Coordinator, ICT
SCHEDULE: 35 hours per week / 5 days per week
STARTING DATE: ASAP
SALARY: \$24.87 - \$43.06 per hour

Please send your application in writing by 2:00 p.m. on June 17, 2021 to

hr@etsb.qc.ca

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

Equal opportunity for all