

PLEASE POST

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

DATA PROCESSING TECHNICIAN Board Office

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in programming or modifying in-house applications, managing networks, repairing complicated breakdowns for computer users and assisting computer analysts in the development and implementation of systems.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment programs or modifies applications using appropriate programming languages to meet the specific needs of users; he or she tests software and programs and, if necessary, adapts them to ensure that they are compatible with existing systems and that they meet the needs of users.

He or she manages, installs, and configures systems or oversees the installation of components according to the procedures he or she establishes; tests, modifies, and upgrades computer networks; develops and oversees the application of various procedures related to the use of networks and equipment, particularly those concerning backup copies, destruction of obsolete files and equipment maintenance.

He or she acts as a resource person for the complicated breakdowns of equipment and software, particularly with regard to the installation and configuration and, if need be, carries out installations and configurations.

He or she drafts instructions for software and applications and participates in the training of users.

He or she formulates suggestions and recommendations concerning the purchase of computer equipment.

He or she may assist analysts in the analysis, development, and implementation of computer systems, as needed.

He or she may oversee computer-related work.

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

Hold a Diploma of College Studies in Computer Science Technology or in Computer Science Technology in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OTHER REQUIREMENTS

- Strong understanding of network topologies, local and wide area networking and telecommunications
- Experience with Microsoft Windows server administration and Active Directory
- Experience with O365 and Google Workspace environment
- Strong analytical, organizational and technical problem-solving skills and attention to detail
- Good sense of urgency and recognizes priorities in a changing environment
- Strong interest in customer service
- Ability to communicate in French and English (oral and written)
- Possess a valid driver's license and access to a vehicle

WOULD BE CONSIDERED AN ASSET

- Experience with programming tools
- Networking certification
- Knowledge of Hyper-V
- Azure cloud computing
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SUPERVISOR: Coordinator Information and Communication Technology
SCHEDULE: 35 hours per week (Monday to Friday)
STARTING DATE: As soon as possible
SALARY: \$22.56 - \$30.46/hour

Please send your application in writing **by 2:00 p.m. on October 8, 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