

Analyst – Archives Management 100% Full time / Magog, QC (Replacement)

Nature of the work

The job of analyst more specifically involves the analysis, development, coordination and control of systems, methods, processes and programs relating to the archives, among other things, to the organization and administrative operation, communication structures, processing of information by computer or otherwise and the efficient use of school service center resources.

Characteristic duties

The analyst assesses the needs relating mainly to archives of the school board, collects information from users and identifies potential sources of difficulty; they design, develop and recommend solutions to resolve the difficulties identified.

The employee coordinates and ensures the implementation of programs and their updating; he or she sees to the respect of deadlines and proposes the necessary corrective measures; he or she organizes and leads training and development sessions for the staff concerned, ensures their evaluation and follow-up.

The employee 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. They apply facilitation techniques in the documentation community as well as techniques for promoting documentary services and reading.

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

The employee performs the analyzes necessary to meet the information needs of the community; he or she presents statistics and drafts documents or reports; he or she supervises the updating and operation of databases.

He or she participates in the development, applies and ensures compliance with the standards and procedures relating to the documentation management centre; they may be called upon to collaborate through research or advice on the application of collective agreements, laws, regulations and administrative rules.

The employee in this class of employment plays an advisory role with the school workers concerned.

The employee advises and supports the management staff of the services and establishments on the acquisition of computer equipment and software, the organization of premises, the distribution of tasks, the methods and procedures for carrying out the work or on the financial management.

The employee plans, coordinates, distributes and supervises the work done by the support staff in connection with the mandates and responsibilities of their sector of activity.

The employee will be required to ensure the archiving and conservation of documents, develop management tools 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.

The employee ensures the loan and circulation of documents according to the rules established; replies to questions from users; finds and prepares documents. They ensure that the rules of conduct and operation of the documentation centre are respected.

The employee participates, according to the policies defined and the procedures in effect, in the evaluation, selection, conservation and disposal of documents. They may scan documents. They maintain and revise 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.

The employee processes, in collaboration with the Secretary General, the Access to Information requests.

The employee carries out research, classification, cataloging and indexing of documents; they see to their filing or archiving according to a retention schedule. They may be called upon to support the staff involved in document management activities and in the application of the retention schedule.

More specifically, the person will have the following tasks and responsibilities:

- Analyzes current practices, available data, issues and needs;
- Participates in the development, application and ensure compliance with standards and procedures;
- Advise and support the supervisory staff on the distribution of tasks, methods and procedures for carrying out operations;
- Be able to develop existing solutions;
- Coordinate and ensure the implementation of programs and their updating;
- Write documents or reports;
- Supervise the updating and operation of databases;
- The selected person will be called upon to implement electronic document management and document management.

Qualifications required

Terminal undergraduate university degree in an appropriate field of specialization, in particular:

- Archives
- Administration
- Library Science
- Information Science

Other requirements

- Experience with document management software;
- Knowledge of relevant laws (Law on Archives, Law concerning the legal framework for information technology, Law on access to documents held by public bodies and on the protection of personal information, etc.)
- Bilingual (French, English), oral and written;
- Mastery of the Office suite;
- Competency in the use of integrated data management systems;
- Excellent customer service ability (high quality of service, patience, courtesy, communication);
- Demonstrate autonomy, organization, rigor, team spirit
- Be a member of the *Association des archivistes du Québec* would be an asset.

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 *Constellio*, *Jade*, *Charlemagne* and the mastery of Office Suites.

Supervisor: Secretary General
Schedule: Full time 100%, 35 hours per week Monday – Friday 8:30 a.m. – 4:30 p.m.
Starting Date: As soon as possible (UNDETERMINED END DATE)
Salary: \$26.66 to \$45.70 per hour

Please send your application in writing to:

[**hr@etsb.qc.ca**](mailto:hr@etsb.qc.ca)

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

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