NOTICE NO. 228 **POSTING: 2023.02.15**

SYSTEM ANALYST

This full-time regular position is currently available in the Educational and Technology Services Department at Riverside School Board, located at 7525 chemin de Chambly in St. Hubert.

If technology is a passion and if you love working in collaboration, this job could very well be yours.

The Educational and Technology Services department offers varied direct and indirect support to the board departments, school teams, administrators, teachers, students and parents. In terms of technology, some of the key dossiers include the technology infrastructure, security of information and systems, computer hardware and software and the use of technology for teaching and learning. As a member of this team, you will contribute to these important areas of work.

NATURE OF THE WORK

The position of IT analyst encompasses, in particular, responsibility for the analysis, development, coordination and control of systems, security, methods, procedures and programs pertaining, among others, to administrative organization and operations, communication structures, data processing by computer or by other means and the rational use of school board resources.

The selected candidate will contribute to the work of the Educational and Technology Services team towards offering quality services to the entire Riverside community.

DUTIES:

The successful candidate performs the following tasks:

- 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;
- Assesses, identifies and recommends options after a detailed analysis of the current situation and existing systems in order to improve not only the services provided to the users but also to implement better architectural approaches (installing and testing the upgrades and patches for the relevant applications);
- Configures and manages system server environments in physical, virtual and cloud.
- Configures and manages system backups
- Develops and maintains the telecommunication infrastructure;
- Configures and manages the telephone systems;
- Migrates telephone systems to the cloud;
- Manages the internet firewall to maintain network security;
- Provides advice and support to the management staff of services and educational establishments and assists where possible in assessing possible workarounds, process changes and resolutions;
- Prepares test data and carries out the testing of the programs in accordance with test strategies established by the industry norms;
- Acts as liaison with GRICS and other software vendors to ensure upgrades, update of programs and to resolve anomalies as required;
- Ensures that deadlines are respected and proposes the required corrective measures;
- Work in collaboration with outside organizations to migrate data to the cloud.
- Any other related task.

REQUIRED QUALIFICATIONS:

Bachelor’s degree in an appropriate specialty, namely:

- Computer science

OTHER REQUIREMENTS:

- Is able to work collaboratively, within a team setting;
- Has excellent interpersonal skills;
- Is able to seek out and to share information;
- Demonstrates autonomy and strong organizational skills;
- Communicates with ease in both English and French (spoken and written);
- Can explain technical concepts to a variety of audiences;
- Has excellent problem-solving skills, and experience researching and evaluating a variety of software products;
- Demonstrates creative and innovative thinking approaches;
- Has an ability to identify needs and provide pertinent support and training to users;
- Understands relevant and emerging technologies and industry trends.
- Has experience namely with VMware, VEEAM, Cisco Call Manager and Unity

SCHEDULE: To be discussed, 35-hour week.

SALARY:

As per the collective agreement for professionals, from $48 689.00 to $83 462.00 on an annual basis, according to qualifications and experience.

APPLICATIONS MUST BE SUBMITTED BEFORE 4:00PM ON MARCH 7, 2023 THROUGH APPLY TO EDUCATION.

Riverside School Board has implemented an Equal Access Employment Program and encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities.