



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **DOCUMENTATION TECHNICIAN (4205)**

<b>POSTING #</b>	ESSB-S22-05 / 2 <sup>ND</sup> POSTING
<b>WORKPLACE</b>	ESSB Administrative Office 40, Mountsorrel, New Carlisle (Quebec) G0C 1Z0
<b>STATUS</b>	Regular full time
<b>WORKLOAD</b>	35 hrs per week
<b>HOURLY RATE</b>	Between \$23.82 to \$30.82 per hour
<b>WORK SCHEDULE</b>	Monday to Friday
<b>IMMEDIATE SUPERIOR</b>	Office administrator
<b>START DATE</b>	Immediately
<b>DATE OF POSTING</b>	March 13 <sup>th</sup> , 2023
<b>DEADLINE FOR APPLICATIONS</b>	Until Filled

#### NATURE OF 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.

#### SPECIFIC FUNCTIONS

- Respond to research requests, provide general information and technical assistance;
- Provide training and have an advisory role toward the employees;
- Apply and understand archival laws;
- Develop and apply archival tools: classification plan, disposal calendar, electronic document management software, etc.;
- Develop and enforce policies, guidelines and procedures;
- Carry out documentary processing and management of the archive repository;
- Promotion of the archive center;
- Any other related task related to the performance of the documentation technician function.

You can find the characteristic functions in the Classification Plan at this address:

<https://cpn.gouv.qc.ca/cpnca/en/negotiations/plan-de-classification/personnel-de-soutien/> (p.12)

#### REQUIRED QUALIFICATIONS

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

- Have good physical capacity;
- Ability to handle loads of approximately 35 pounds;
- Be comfortable working at heights.

Interested candidates should forward their curriculum vitae, transcripts and diplomas, indicating in the subject the posting number **ESSB-S22-05**, to [job.opportunity@essb.qc.ca](mailto:job.opportunity@essb.qc.ca).

