



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **ANALYST - INFORMATION TECHNOLOGY (2120)**

POSTING #	ESSB-P24/25-15
WORKPLACE	To be determined
WORKLOAD	35 hours per week
WORK SCHEDULE	Monday to Friday
STATUS	Regular
ANNUAL SALARY	Between \$53 054 and \$90 950
IMMEDIATE SUPERIOR	Director of Information Technology
START DATE	Immediately
DATE OF POSTING	September 11, 2024
DEADLINE FOR APPLICATIONS	Until filled

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 administrative organization and operations, communication structures, data processing by computer or by other means and the rational use of school board resources.

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 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 to the school resources concerned.

He or she provides advice and support to the management staff of services and educational institutions on the purchase of computer equipment and software, room layouts, distribution of duties, working methods and procedures or financial management.

He or she plans, coordinates, distributes and oversees the work of support staff pertaining to the mandates and responsibilities of his or her sector of activity.





GENERAL FUNCTIONS AND DUTIES

The analyst will be working significantly in Microsoft O365 tenant, specifically in relation to security and compliance elements. Ideally, the person in this role will have a strong understanding of current cybersecurity topics, standards, procedures and best practices. They will be working in conjunction with the I.T. team, Microsoft and third-party specialists to improve the school board's security posture. Related knowledge pertaining to networking, firewalls, switches, etc. is highly valued.

The analyst will be assisting in configuring and deploying various policies in relation to system and software updates, device enrollment, patch management, monitoring and reporting. He or she will also play a key role in advancing the Board's capacity in managing and analyzing the logs of all appropriate systems.

REQUIRED QUALIFICATIONS

- Hold a Bachelor's degree in an appropriate specialty, notably Administration or Computer Sciences.
- Experience in the school environment may be considered an asset.

SPECIFIC REQUIREMENTS

- Fluency in English and French (oral and written).
- Demonstrate an ability to invest in a work team.
- Ability to manage multiple files at once.
- Self-motivated, flexible and resourceful.
- Well-organized and results-oriented.
- Excellent problem-solving, analytical and interpersonal skills.
- High-level knowledge of MS Office suite.
- Strong computer documentation skills.

Interested candidates should forward their curriculum vitae, indicating in the subject the posting number, **ESSB-P24/25-15** to job.opportunity@essb.qc.ca.

Eastern Shores School Board is committed to equal access to employment and encourages applications from women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities. ESSB will only contact the candidates selected for interviews.

