**SCHOOL DISTRICT NO. 63**
**(SAANICH)**

**JOB DESCRIPTION**

**CLASSIFICATION**
Data Services

**POSITION**
District Systems Analyst

**SUMMARY**
Under direction of the Director of Information Technology, provides technical administration and user support for district-wide computer and network resources while protecting the integrity and confidentiality of district information and other districts.

**DUTIES**
- Provides technical and user support for the District's Local and Wide Area Networks including design, installation, administration and maintenance
- Provides diagnostic, installation, preventative maintenance and repairs on computer hardware and related peripherals
- Researches, installs, troubleshoots and monitors district network servers including Application Servers, Web Servers, FTP servers and Proxy Servers, etc.
- Researches, plans and estimates technological changes and improvements to maximize the efficient and effective application of technology, associated systems and facilities and recommends network and system hardware and software solutions to technology problems and improvements
- Researches, plans and orders equipment, technology and tools for all staff
- Provides support and management of district mobile devices for all students and staff
- Supports, analyzes and maintains phone lines, hardware and accounts reporting
- Prepares and delivers reports on work in progress
- Prepares technical documentation such as instructions, procedures and user manuals
- Provides technical advice to the schools and district staff as part of a team responsible for evaluation, planning, and implementation of computer technology
- Responsible for the data integrity and security of confidential information throughout the district including student demographics, financial data and employee records
- Analyzes security policies, issues and concerns and provides recommendations for timely and cost-effective solutions
- Writes custom script applications using various programming languages (i.e. Powershell)
- Reads and interprets drawings and specifications
- Provides advanced technical advice, support, training, coordination and mentorship within the Information Systems team Prepares and delivers technical workshops and user help files for all staff
- Provides direct support to all staff (administrative and support) using the most effective methods by remote desktop, email, phone or onsite visit (as required)
- Designs, implements and administers district websites and web-based services
- Provides district-wide support and administration for software including, library automation and database software, student administration database, financial accounting database, email and communication services
- Performs emergency call-in maintenance duties outside of assigned hours as required

*\* Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

**QUALIFICATIONS**

- Grade 12
- Two-year technical diploma (e.g. Computer Systems Technology Course) or equivalent combination of experience and training
- Five years' related experience
- Specialized relevant training (e.g. Microsoft, Security)
- Thorough working knowledge and experience with multi-platform computer systems including hardware and software applications
- Thorough working knowledge and experience with Enterprise-Grade Systems
- Thorough working knowledge of local and wide area networks in multi-platform and protocol environments
- Knowledge and experience in programming languages
- Ability to organize and manage multiple tasks often with conflicting priorities in a professional manner
- Demonstrated effective, interpersonal and communication skills
- Valid Class 5 B.C. Driver's license

*\* Or equivalent combination of training and experience.*

**DATE**
March 2022
January 2022
April 2007