



YORK CATHOLIC DISTRICT SCHOOL BOARD

Job Posting: B12:08
Date Posted: January 30, 2012

**Invites applications for the position of
APPLICATIONS ANALYST – STUDENT ADMINISTRATION SYSTEM
(Replacement Position)
Exempt Level 6
\$ 64,171 - \$81,487**

Reporting to the Senior Manager of Information Systems – Development and Support, the incumbent delivers solutions to departments and schools and provides application project planning, development, operations, training and support to YCDSB student administration internal clients.

EFFECTIVE: Immediately

QUALIFICATIONS:

- University degree in Information Technology or Computer Science, or equivalent training and experience
- 7 plus years of professional work experience including knowledge of a Student Administration System
- Knowledge of computer/computational science, data analysis, and programming technologies, concepts, and techniques
- Ability to evaluate and interpret end user information requirements, and to develop appropriate reporting requirements and/or application solutions
- Ability to develop technical documentation for training, software/hardware use, user procedures
- Ability to develop and deliver presentations
- Strong leadership, organizational, and communication skills

MAJOR RESPONSIBILITIES:

- Conduct analysis of organizational needs and goals for the development and implementation of application systems
- Monitor operating efficiency of existing application systems and ensure expected application performance levels are achieved
- Analyze, define and document requirements for data, workflow, logical processes, interface design, hardware and operating system environment, interfaces with other systems, internal and external checks, controls, and outputs
- Provides on-call support and problem resolution for computer applications
- Provide coaching to support team and peers on tools, techniques and processes
- Participates in the development, implementation, installation and testing of application software

Qualified applicants are encouraged to complete our online application located on the York Catholic District School Board website at www.ycdsb.ca, under “Employment” > “Admin/Support Staff Opport.” > “Available Positions” by the closing date of February 7, 2012.

York Catholic District School Board – Shared Vision

We are a Catholic learning community of collaborative partners called to serve one another by being committed to and accountable for quality learning by all with Jesus as our inspiration.

Elizabeth Crowe
Chair of the Board

Susan F. LaRosa
Director of Education