



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Programmer Analyst
Department	Information Technology
Location	School Board Office
Reports to	IT Manager/Department Supervisor

Type of position:	Maximum Hours: 40 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

The Programmer Analyst will provide expert-level programming, data extraction and reporting.

This position will be responsible for managing core district software applications including installation, configuration, tuning, maintenance, and licensing. Also provides second tier support for applications, and provides process, data and object modeling in a variety of application and database environments. Perform duties of first tier support (helpdesk) on an as-needed basis.

TYPICAL DUTIES

- Application configuration, implementation, and administration,
- Administration of core infrastructure technologies such as SQL Server, IIS, Apache, etc.
- Administration of core business applications such as SDS.
- Installation, configuration, and administration of various client-server applications that may be required in an education setting,
- BCeSIS data extractions and report writing,
- Data warehousing, data extractions, report writing,
- Schedule and perform ongoing preventative maintenance and tuning,
- Documentation of process and procedure through written documents and diagrams,
- Project planning using generally accepted Software Development methodologies,

- Manage service processes and ensure department work, particularly changes, are performed within generally accepted, standard service practices - e.g. an ITIL context,
- Travel to remote sites, sometimes overnight, to perform duties.

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

Demonstrated knowledge and experience in:

- Application design, development and SDLC.
- Development and implementation of database projects.
- Define and resolve complex technical problems in heterogeneous information systems environments.

Strong skills in WEB application development are essential. Additionally, a sound working knowledge of, and significant hands on experience is required with the following:

- Java utilizing J2EE.
- Scripting languages.
- Microsoft .NET.
- Database design, development, and enhancement with MS SQL Server DBMS.
- Excellent analytical, critical thinking, and problem solving skills
- Ability to work independently and make decisions
- Valid BC driver's license
- 2 year Post Secondary Diploma or Degree in Information Technology.
- (eg. Information technology or engineering.)
- Skill-testing exam(s) may be administered as part of the evaluation process.

REVIEWED BY

Title

APPROVED BY

Title