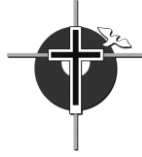


Posted: January 10, 2022 at 10:00 am

# **CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO**



## **CUPE #3309 - SL2022**

**position:** *ICT Systems Analyst – Permanent*

**location:** *Board Offices*

**hours:** *35 hours per week*

**salary:** *\$31.80/hour*

**effective:** *Immediately*

**Note:**

*Please refer to the attached job description for further information.*

**Minimum requirements:**

- *Degree in Computer Science preferred and/or equivalent experience.*
- *Minimum of five (5) years work-related experience.*
- *Certifications from vendor accreditation programs would be an asset.*
- *Expert understanding of LAN and WAN products and protocols.*
- *Expert understanding of network devices such as firewalls, switches, and access points.*
- *Strong knowledge of SDWAN and VPN technologies.*
- *Strong knowledge of cloud technologies and networking.*
- *Knowledge of security and vulnerability tools.*
- *Knowledge of IP based telephone systems.*
- *Ability to understand and follow complex written instructions.*
- *Ability to convey complex information to others in training situations.*
- *Ability to communicate both verbally and in writing.*
- *Ability to analyze and troubleshoot technical and computer-related problems.*
- *Must possess a vehicle and a valid driver's license.*

*Send application and curriculum vitae no later than*

**January 24, 2022 by 4:00 pm to:**

**e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)**

**fax: (613) 258-3610**

**CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.  
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,  
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.**

**Todd Lalonde  
Chair of the Board**

**John Cameron  
Director of Education**

**A. JOB IDENTIFICATION:**

**TITLE: SYSTEMS ANALYST**

**DEPARTMENT: ICT (INFORMATION & COMMUNICATION TECHNOLOGY)**

**IMMEDIATE SUPERVISOR: COORDINATOR, ICT SECURITY SYSTEMS AND NETWORK MANAGEMENT**

**B. JOB SUMMARY:**

The ICT Systems Analyst performs technical work, installing, operating, and providing central support for the wide area and local networks maintained by the ICT (Information & Communication Technology) department. Work is performed under the general direction of the Coordinator, ICT Security Systems and Network Management.

The ICT Systems Analyst oversees, manages, and performs the technical work for the entire Board network infrastructure. This position is responsible for the central support for all network related equipment, dashboards, operation, setups, installations for the Board WAN (Wide Area Network), all facility LANs (Local Area Network), and the cloud infrastructure network requirements maintained and provided by the ICT department. The ICT Systems Analyst is part of the ICT Security Team and as such must complete tasks associated with securing the Board technology infrastructure. Main security tasks for this position include but are not limited to strategizing, managing security dashboards, pre-emptive and reactive responsibilities to security threats. The ICT Systems Analysts is critical to improving the security footprint and securing the board against outside and inside threats.

**C. DUTIES AND RESPONSIBILITIES:**

- Monitors and measures the performance of the network.
- Manages network appliances and other network components including installation, configuration and maintenance of hardware and cloud-based firewalls, packet shapers, wireless infrastructure and switching appliances.
- Configures and manages VLANS and site-to-site VPN connections.
- Researches, plans and oversees network and VOIP system replacements and upgrades.
- Maintains documentation of the network, telecommunications, and VOIP systems.
- Establishes and maintains contact with vendors for support and problem resolution.
- Responsible for planning, researching, implementing, and monitoring security related tasks, incidents, alerts in coordination with Security Team.
- Performs regular vulnerability monitoring and tracking.
- Manages network monitoring and alert management software tools.

**D. QUALIFICATIONS:**

- Degree in Computer Science preferred and/or equivalent experience.
- Minimum of five (5) years work-related experience.
- Certifications from vendor accreditation programs would be an asset.
- Expert understanding of LAN and WAN products and protocols.
- Expert understanding of network devices such as firewalls, switches, and access points.
- Strong knowledge of SDWAN and VPN technologies.
- Strong knowledge of cloud technologies and networking.
- Knowledge of security and vulnerability tools.
- Knowledge of IP based telephone systems.
- Ability to understand and follow complex written instructions.
- Ability to convey complex information to others in training situations.
- Ability to communicate both verbally and in writing.
- Ability to analyze and troubleshoot technical and computer-related problems.
- Must possess a vehicle and a valid driver's license.

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Incumbent Signature

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Supervisor Signature