



**EMPLOYMENT  
OPPORTUNITIES**  
WE ARE AN EQUAL  
OPPORTUNITY EMPLOYER

**ANGLOPHONE NORTH SCHOOL DISTRICT**  
**Information Technology Strategist- Permanent Position**  
**Location: TBD**  
**Competition 25-035**

**DEFINITION:**

The successful candidate will be responsible to plan, organize, control, and improve the district information systems infrastructure/equipment and provide information technology advice. The Information Technology Manager reports directly to the Director of Finance and Administration and will liaise with other district staff, ITSS, the Department of Education and Early Childhood Development, vendors, and technology companies to identify and assess new technologies. The successful candidate will work with district leaders to understand the implications of changes or enhancements on the complex, integrated framework of systems and applications that support administrative functions to ensure alignment with organizational needs and strategic direction.

**DUTIES:**

Responsibilities include, but are not limited to, consulting with the Information Technology Support Services (ITSS), planning, organizing, directing, controlling and improving the information systems and equipment specific to the school district (includes land lines and cellular devices). Developing and evaluating a strategic infrastructure plan for equipment and software needs for the Office of the Superintendent, Education Centres and all schools within the School District. Developing specifications for the acquisition of I.T. software or equipment as required. Analyzing complex business requirements that could include changes to workflows or processes, application/system upgrades or enhancements, customization of existing technologies, or the acquisition of new technologies. Collaborating with ITSS and District leaders to define gaps or challenges and document business needs. Conducting research and performing comprehensive analysis of information from a variety of sources. Analyzing options including documenting risk assessments and developing business cases that are aligned to District plans. Developing/testing new solutions and/or processes. Administering and managing allocated budgets as well as monitoring and tracking expenses and costs throughout the fiscal year. Documenting current practices and interpreting and applying a variety of policies, procedures and precedents. Ensuring compliance with records management and retention (electronic and physical). Facilitating discussions to resolve conflicting information or to build consensus around complex ideas. Providing IT leadership expertise and support. Developing and implementing documentation including user guides and delivering information sessions. Responding to district inquiries IT related and other duties as assigned.

**QUALIFICATIONS:**

A bachelor's degree in computer science. A minimum of 5 years' experience in information systems. Excellent problem solving, decision making and analytical skills. The ability to be able to work independently, accurately, and in a confidential manner. Experience in a supervisory capacity. Written and spoken competency in English is required. A combination of education and experience may be considered. Applicants must demonstrate the essential qualifications to be given further consideration. Subject to the response of this competition, education and/or experience requirements may be changed. Only those selected for an interview will be contacted.

**SALARY:**

\$2548 to \$3521 biweekly (Pay Band 5, School Business Official) based on a minimum of 36.25 hours/week. Testing to determine the skill ability and competencies required for this position will be administered. This is an open competition; however, in accordance with Public Service Alliance of Canada Union Collective Agreement, should unionized employees under this bargaining group apply, employees shall be selected on the basis of skill, ability, competence and qualifications. Where skill, qualifications and ability are relatively equal amongst union applicants, the vacancy will be filled on the basis of seniority. If there are no union applicants, the position will be filled from qualified applicants for these competitions.

Staffing for this position will comply with the terms of the collective agreement. Should a breach in process be brought to our attention following the appointment, it will be reviewed in conjunction with the union. If it is found that the original appointment made was in breach of the collective agreement, the employer shall rescind the employment offer.

Thank you in advance for applying. Only those selected for an interview will be contacted.

Please apply directly online at <https://asdn.simplification.com/>

Applicants must clearly demonstrate the essential qualifications to be given further consideration.

Employment opportunities within the Anglophone North School District can be found on our website at <http://asd-n.nbed.nb.ca/human-resources>

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Thank you in advance for applying. Only those selected for an interview will be contacted. Criminal record check will be required as a condition of employment for the successful candidate.

Competition closes Friday February 21, at 12:00 PM

Find more information regarding the PSAC Collective Agreement: 202-e.pdf  
We are an Equal Opportunity Employer, and we promote a scent-free environment

