

**NIPISSING-PARRY SOUND
STUDENT TRANSPORTATION SERVICES**

POSITION TITLE: **INFORMATION AND COMMUNICATION TECHNOLOGY
INTERN**

IMMEDIATE SUPERVISOR: **SYSTEMS AND DATABASE ADMINISTRATOR**

DATE: **APRIL 2022**

JOB DESCRIPTION:

Reporting to the Systems and Database Administrator, the incumbent will assist with tier 1 support of the computerized data and system functions of the Consortium's student transportation hardware and software systems.

DUTIES:

- Installs and maintains computer related hardware; provides basic/tier 1 support to users;
- Installs and maintains applications and operating system software;
- Provides technical support of the computerized student transportation system;
- Researches new technologies;
- Monitors and maintains system parameters and tables to support member Boards' transportation policies and directives;
- Maintains all informatics system documentation ensuring completeness and accuracy;
- As directed, responds to transportation requests, inquiries and complaints of parents, transportation service providers and school staff, within his/her field of competence. Informs his/her immediate supervisor of any issues that may escalate or that may affect the safety of transported students;
- Develops and maintains system reports of the Consortium's key performance indicators;
- Supports the maintenance and editing of the NPSSTS website for internal and external users;
- Remains apprised of the procedures, policies and guidelines of the Consortium and its member Boards;
- Performs other related duties as assigned.

QUALIFICATIONS (including previous work experience):

- Post-secondary studies in Computer Science;
- Networking experience;
- Knowledge of HTML, PHP, JavaScript, SQL and .NET programming; or
- Demonstrated knowledge of IT equipment;
- Familiarity with various programming languages would be an asset;
- Familiarity with SQL server would be an asset;
- Familiarity with WordPress and Joomla would be an asset
- Demonstrated use of publishing, website and communications products.

SKILLS:

- Demonstrated tact, diplomacy, discretion and good judgement;
- Ability to design, build, implement and maintain Database Applications;
- Ability to work independently;
- Ability to work effectively in teams;
- Ability to prioritize work;
- Ability to communicate in both official languages would be considered an asset.

SUPERVISION:

- Persons supervised: 0

POSITION CLASSIFICATION:

- TBD