



## COORDINATOR- APPLICATIONS AND DEVELOPMENT

General Circular No. M-20

<b>Place of Work:</b>	Information Technology Services
<b>Classification:</b>	7
<b>Status:</b>	Special Project for 2 years with possibility of extension
<b>Salary Rate:</b>	\$78,660.00 to \$104,878.00
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Director

### Nature of the Work

The position of coordinator entails the performance of all the duties required for the coordination, supervision, evaluation, research and development of one or more programs within the Information Technology Services department.

The Applications and Development Coordinator will be responsible for managing the day-to-day functions of the Applications and Development team and supporting senior IT managers in leadership, such as modernization and governance frameworks, in the field of application development and operations (DevOps). The successful candidate will be required to coordinate with the application analysts who support the various enterprise applications in conjunction with the developers who write code for in-house applications.

### The position includes, in general, the following responsibilities:

- Implementing the deployment, configuration, management and maintenance of EMSB applications (e.g. updates to GRICS applications)
- Conducting feasibility and case studies for new application requests in collaboration with the IT Business Analyst
- Coordinating and supporting IT DevOps staff in their daily operations including analysis, troubleshooting of codes and MS SQL databases.
- Implementing the development and maintenance of technical and functional documentation of solutions
- Organizing second and third level user support
- Developing governance frameworks, methodologies, standards, processes and performance measures as part of application development tools such as the Software Development Life Cycle (SDLC), which will establish best practices in structuring the software development function
- Modernizing home-grown applications and ensuring they are cloud-ready and cloud-first

### Requirements and Qualifications

- Undergraduate degree in a relevant field of study certifying a minimum three-year university program, preferably in Application Development/Computer Engineering or Information Systems or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications.
- 5 to 7 years of relevant experience in Applications Analysis and Development
- Expert leadership/management competency in Software Development Lifecycle, oversight of Full-stack development teams
- Expert technical competency in MS SQL Databases (writing queries), .Net Framework, C#, JavaScript
- Ability to foster collaboration among team members
- Knowledge of related industry standards, laws, regulations, ministerial decrees and directives
- Ability to communicate effectively, quickly develop relationships and maintain a high level of customer service
- Fluency in English and French, both oral and written

To view job description as outlined in the classification plan [click here](#)  
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/management-staff/>

Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca)  
to the attention of Ms. Ann Watson, Director of the Human Resources Department,  
**by Wednesday June 1 by 4:00 p.m.**

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

The masculine gender was used in this posting to facilitate the reading. The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.