



POSITION TITLE:	Systems Analyst - 24-month Term
REVISION DATE:	July 2026
REPORTS TO:	Manager of Information Services
POSITION SUMMARY:	Reporting to the Manager of Information Services the Systems Analyst will provide project-based programming support in the design, development and implementation of various web-based workflows and website updates. A portion of this role will support the Association of Municipal Administrators (AMANS) in their Municipal Website Venture project.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Web Software Development (75%)

- 1.1. **WordPress Development** - WordPress theme and plugin development for existing WordPress websites, the migration of non-WordPress platforms to WordPress, and organization of websites on a shared platform.
- 1.2. **Development and Deployment** - Support the development and implementation of modern DevOps and deployment processes and best practices.

2. Infrastructure Operations (15%)

- 2.1. **Network Infrastructure** - Support the operation of the East Hants network including VPN, Switching, Firewalls and other equipment.
- 2.2. **Systems Administration** - Assist with maintaining servers and services that are relevant and effective to the delivery of Information Services Division Services.
- 2.3. **Research and Development** - Keep abreast of current trends and standards in technology and recommend new technologies for future implementation.
- 2.4. **Security** - Ensure that networks and information are secure and unauthorized access is prevented as reasonably practicable, and supporting projects for maintaining and improving East Hants' security posture

3. Other (10%)

- 3.1. **Special Projects and Initiatives** - Undertake special projects and initiatives identified to enhance the organization's operations.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Minimum Bachelor Degree in Computer Science, Computer Engineering or related field
- Minimum of five (5) years of front-end and back-end web development and network management experience
- An equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Excellent organizational and time management skills
- Knowledge and experience with the following infrastructure technologies: Firewalls, Network Switching, LAN and VLAN, WiFi, VPN
- Strong analytical and problem-solving skills
- Excellent written communications skills
- Proficient in Linux operating systems and Docker
- Experience working with open-source software
- Proficient in relational database design and administration using PostgreSQL, MySQL and Microsoft SQL Server
- Back-end development experience in Java/Spring, NodeJS, PHP, WordPress
- Front-end development experience with HTML, CSS, JavaScript, responsive design
- Familiarity with MVC concepts
- Knowledge of Subversion and git version control systems

Working Environment

- This position qualifies for overtime pay.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>