



# *Provincial Job Description*

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***TITLE:***  
**(250) Materials Management Systems  
Analyst**

***PAY BAND:***  
**14**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Provides support for the computer systems and identifies computer requirements for the Materials Management Department.**

***QUALIFICATIONS:***

- ◆ **Computer Systems Technology diploma**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Advanced knowledge of personal computers, networks and protocols**
- ◆ **Programming and program management skills**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Analytical and problem solving skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**

## ***EXPERIENCE:***

- ◆ **Previous: Twelve (12) months previous experience working with Materials Management or Finance computer systems.**

## ***KEY ACTIVITIES:***

### **A. Application Maintenance / Support**

- ◆ **Configures, coordinates, maintains, supports and trains regarding department computer systems.**
- ◆ **Logs and monitors new issues that impact the business process.**
- ◆ **Integrates between application vendors that interface with department system.**
- ◆ **Provides system performance monitoring and data quality in cooperation with the Information Systems Department and application vendors.**
- ◆ **Coordinates system changes and upgrades.**
- ◆ **Creates test scripts of new hardware/software prior to implementation.**
- ◆ **Provides systems administration to user groups, report groups, menu groups, user ID's and passwords in the Materials Management computer system.**
- ◆ **Provides management with reports on an ad hoc or scheduled basis.**
- ◆ **Maintains table builds and computer configuration.**
- ◆ **Solves daily user issues.**
- ◆ **Assists in day-to-day system changes to ensure data requirements are current.**

### **B. Education / Training**

- ◆ **Develops and maintains user guides for software changes.**
- ◆ **Obtains current application training in order to teach other employees.**
- ◆ **Assists in development of policies and procedures related to the operation of Materials Management systems.**

### **C. Related Key Work Activities**

- ◆ **Sets up month-end on the system and generates reports.**
- ◆ **Participates in user group meetings to ensure that integration between Materials Management and other business units remains intact.**
- ◆ **Communicates with other health regions about related/new application issues.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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