



Provincial Job Description

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

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides support for the computer systems and identifies computer requirements for the department.

QUALIFICATIONS:

- ◆ Computer Systems Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced knowledge of computers, networks and protocols
- ◆ Programming and program management skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Analytical and problem solving skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

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.**
- ◆ **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 co-workers regarding 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 16, 2022