

Internal ☒ / External ☒  
25-37

<b>Position:</b>	<b>SYSTEMS COORDINATOR</b>		<b>Number of Positions:</b>	<b>1</b>
<b>Classification:</b>	TEMPORARY	NON-UNION	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK
<b>Department:</b>	CORPORATE SERVICES		<b>Program:</b>	FINANCE & CORPORATE OPERATIONS
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	MAY 26, 2025
<b>Salary Range:</b>	\$43.22 – \$48.40 HOURLY <i>BAND LEVEL FOR THIS POSITION IS CURRENTLY UNDER REVIEW.</i>		<b>Position Duration:</b>	ANTICIPATED TO LAST UP TO MAY 22, 2026, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			<b>Posting Date:</b>	MAY 1, 2025
<b>Criminal Record Check:</b>	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<p><b>Purpose of Position:</b> To provide guidance and act as a resource to the health unit in maintaining, documenting, and improving health unit software solutions. This involves administering systems, implementing enhancements, troubleshooting of issues that arise in these systems and any integration impacts between systems, as well as preparing documentation in support of agency staff.</p> <p>Responsibilities include ensuring health unit systems are current and efficient; testing, training and ongoing support; maintaining, monitoring, configuring, supporting and administering systems; providing leadership for projects and ensuring the effective operation of systems; preparing procedural and instructional material for users. The position requires a thorough understanding of interest holders, trends, issues, an ability to work well with groups of people, and a clear understanding of client and business needs.</p> <p>For further details refer to the DRAFT-SYSTEMS COORDINATOR position description.</p>				
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• System administration;</li> <li>• Provide project management and coordination;</li> <li>• Prepare process and technical documentation;</li> <li>• Staff training on systems;</li> <li>• Provide requirements analysis; and</li> <li>• Contribute to team and agency effectiveness.</li> </ul>				
<p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Advanced knowledge and demonstrated experience with Dynamics 365. Intermediate knowledge and demonstrated experience with MySparkrock, Info HR, UKG, Avaya or Nfocus systems are an asset.</li> <li>• Demonstrated written communications skills and demonstrated experience in writing procedural and</li> </ul>				

training documents.

- Demonstrated knowledge and demonstrated experience analyzing business requirements, researching best practices, and implementing systems to address business needs.
- Demonstrated organizational skills and the ability to set priorities and manage conflicting demands.
- Demonstrated problem solving and analytical skills in relation to Information Technology and telecommunications systems.
- Demonstrated organization skills, attention to detail, and commitment to excellence.
- Demonstrated oral communications skills and demonstrated experience in presenting technical concepts and information to individuals and groups for the purpose of training.
- Demonstrated project planning skills and demonstrated experience in the development of project goals and objectives, working plan and timelines and well as coordination of efforts to implement project plans.
- Demonstrated computer software skills in MS Office.
- Demonstrated facilitation skills for the purpose of problem solving and priority setting among a small team.
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations.

**Education:**

- Three-year College Diploma in Information Technology/Telecommunications, Business Administration or a related field.

**Related Experience:**

- 3-5 years relevant experience including the analysis of system and business needs in relation to technology; technical writing; and project management.

**Preference will be given to candidates with the following qualifications which are considered assets in this competition:**

- Certification in Dynamics 365

**Deadline: 4:00 pm, WEDNESDAY, MAY 14, 2025**

**This is an internal non-union posting.** External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the **DRAFT-Systems Coordinator** position description.

**For both internal SMDHU applicants and external applicants** interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting **#25-37** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

**If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.**

*The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.*