

Administrator, SAP Basis
1 – Permanent Position
Information Technology Services
CUPE Local 4400, Unit C – Grade O (12 Month)
\$39.42 per hour

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Senior Specialist – SAP Basis, the Administrator SAP Basis will be responsible for maintenance, support and implementation of the Board's corporate SAP system infrastructure and environment. Responsibilities include installation, upgrading, optimization and maintenance of SAP and associated technologies, system refreshes, client copies, application of support packages, software patches and fixes. Coordinates SAP infrastructure change management efforts utilizing industry standards and methodologies.

Summary of Duties:

- Perform proactive monitoring of the SAP system throughout its operating lifecycle to help ensure that any difficulties that arise in the production environment are resolved as quickly as possible;
- Provide SAP database administration including performance monitoring, backup, recovery and provide system administration and data archiving support;
- Maintain the correction and transport system and spool/ output management;
- Design and develop SAP enhancements and perform unit and integration testing of changes as well as the implementation of SAP enhancements;
- Ensure adherence to overall SAP system standards as well as relevant policies and practices;
- Assist in supervising all aspects of the SAP Enterprise system to ensure integrity, availability and performance;
- Establish and maintain a working optimized and stable SAP environment for all users;
- Assist in supervising SAP system infrastructure and environment services, programs and projects as required by the SAP steering Committee, and other TDSB groups;
- Perform continuous research and evaluation of new SAP system infrastructure and environment enhancements and recommending and providing timelines for the upward progression to new SAP components;
- Assist in supervising the implementation of SAP system infrastructure and environment hardware/software releases and the planning and implementation of SAP Enterprise system upgrades & hot patches;
- Define requirements for the implementation including system infrastructure and environment hardware/software along with the appropriate Dev, QA, Production and training environments;
- Monitor and review other programs developed by other team members;
- Lead and supervise unit functional and systems testing of any changes;
- Manage the implementation of various projects both new or enhancements to existing systems' infrastructure and environment;
- Once a requirement was established and approved the incumbent would establish scope, resources and budget;
- Execute, assign resources, monitor and report on project activities;
- Provide leadership to the team;
- Acts as an advisor and consultant to various clients and other teams by providing expert advice related to the internal workings of systems' infrastructure and environment;
- Ensure that all aspects related to proposed solutions be considered including necessary interfaces;
- Review software packages for compatibility/suitability within the boards application and technical environment;
- Investigate and trouble shoot complex application issues;
- Lead the investigation and develops a course of action to mitigate any errant processes or procedures;
- Assigns staff to implement and log corrective action and communicate to all stakeholders a report on status;
- On an annual basis develops objectives and plans for the following year;
- Attend technology conferences and training seminars;
- Read a variety of technology journals to remain current with constantly changing technology;
- Ensures that assigned personnel is trained efficiently and ensure there is appropriate backup in place; and
- Investigates development tools and utilities and establishes programming standards for the development environment; and
- Other duties as assigned.

Qualifications:

- University Degree in Computer Science or related field with three years progressive working experience in system and database administration within an Information Technology environment or an equivalent combination of education and experience;
- Certification in Basis Administration or SAP Education in Basis Administration;
- Prior experience in SAP Basis Administration Windows Server operating systems and Oracle database systems;
- Experience in installing, maintaining and upgrading SAP's suite of applications;
- Understanding of SAP system architecture, database services, infrastructure, application services, communication principles, presentation services, system management, SAP OSS system, SAP client concept, , SAP Correction and Transport system, ABAP Development technology, SAP CCMS configuration and monitoring;
- Ability to perform SAP database backups and upgrades;
- Perform Transports using SAP correction and transport system;
- Ability to perform system, database and security administration;
- Solid interpersonal skills to maintain a cooperative working relationship with other members of staff;
- Successful experience providing service to clients with a customer service focus;
- Prior experience providing direction to staff and teams;
- Good oral, written, interpersonal and organizational skills;
- Strong analytical, reasoning and problem solving skills;
- Proven ability to work under pressure and consistently meeting deadlines; and
- Project management and time management skills.

Special Requirements:

- Requires some travel across TDSB sites;
- Employees will be required to work beyond normal working hours due to scheduled activities or emergency situations.

Location: This position will be located at 140 Borough Drive (wheelchair accessible).

Hours: 35 hours per week

Work Year: 12 month

Notes:

1. *It is anticipated that interviews will take place within two weeks after the closing date of this competition.*
2. *It is anticipated that the successful applicant will commence as soon as possible and practical.*

Please note:

Applications **must** be submitted:

1. In resumé form with a covering letter;
2. With competition # CUPE C-14-0063UE in the subject line of the email; and
3. No later than 4:30 p.m. on March 25, 2014.

***We strive to provide accommodation needs consistent with the Ontario Human Rights Code.
Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.***

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.