POSITION:	**ANALYST PROGRAMMER**	**JOB POSTING #:**	**2012-0155**

DEPARTMENT:	Information Technology	**UNION:**	543
POSTING TYPE:	**Corporate**	**JOB CODE:**	543078
POSTING STATUS:	Temporary Full-time	**POSITION #:**	00003798 & 00003855
# OF POSITIONS:	2	**GRADE/CLASS:**	0.16
SHIFT WORK REQ'D:	No	**SALARY RANGE:**	$29.23 to $34.38 per hour
		HOURS PER WEEK:	37.5

DUTIES:

Reporting to the Manager of Project Management & Application, the successful applicant will analyze, design, build, implement, troubleshoot, maintain, enhance specialized computer systems, programs and databases for various types of hardware platforms and operating systems to suit user needs; communicate effectively with users, the public and fellow staff in order to determine the nature and cause of problems and take necessary steps to effect the most appropriate solution; expedite problem solutions with a degree of efficiency and effectiveness that is appropriate to a Real Time/On-Line/Web-Based environment taking into consideration the high level of visibility, and immediacy of user and public impact; develop integration strategies and build and install suitable interfaces, for diverse applications (new and upgrades) deployed on varying hardware platforms and operating systems, and utilizing multiple application development tools; function effectively in a multi-project, multi-tasking environment, by employing time management, stress management, and task continuation skills; build and implement divisional procedures and system routines that would ensure corporate policies for data security and integrity, information confidentiality and business continuity are not compromised; implement backup and recovery plans; document procedures and specifications for use by Users, and Technical, Operations and Systems development personnel to facilitate exercise of their duties; create Functional Specification Documents based on the business requirements and Technical Specification Documents detailing network, database, server and workstation requirements and solutions. Perform coordinator functions on projects requiring collaboration of diversely multi-skilled staff; conduct analysis and research for development of Request for Proposals and Business Requirement Documents; participate in the research, evaluation and recommendation of IT solutions or technical tools provided by vendors; provide technical input and rationalization for departmental strategy decisions; provide rationalization of cost benefits for projects; accountable for selection and administration of training budget. Responsible for processing of financial instruments (i.e. T4"s); develop, implement and present comprehensive training solutions for users employees and management groups; accountable for selection and administration of training budget: supervise student's technical work; Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a three (3) year post secondary Community College Diploma or University Degree in Computer Science or Ontario Ministry of Education equivalencies.
- Must have over three (3) years work experience in a fast paced computer programming environment (complex, integrated software environments both in client and web based solutions requiring immediate response to solutions with little to no direction where experience includes design, development, documentation, testing and support).
- Must have work experience in application development in two or more major systems including integration of them.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Should have a willingness to continue upgrading skills in order to keep up with the ever-changing technology.
- Must have knowledge of current design and system development methodologies.
- Strong analytical and problem solving skills with the ability to manage multiple project priorities and timelines are essential.
- Must have the ability to work under tight deadlines and remain focused despite constant interruptions.
- Strong effective interpersonal skills and initiative that will complement your ability to work independently or in teams.
- Must have skills to communicate effectively and professionally in both oral and written formats.

POSTING SPECIFICS:

Posting Period:	• **Wed., November 14, 2012 at 8:30 AM to Tues., November 20, 2012, 2012 at 4:30 PM** • **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD**.
Who May Apply:	• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices..
How To Apply:	• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
Apply To:	• In person to the Human Resources Department or one of the Customer Care Centres • By faxing your Job Transfer Form and resume to the Human Resources Department
Updated:	• By Human Resources on September 17, 2012

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