

POSITION: Program Development Officer**JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Departmental**JOB CODE:** 543426**POSTING STATUS:** Temporary Full-Time**POSITION #:****# OF POSITIONS:** 1**GRADE/CLASS:** 0.16**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$29.23 to \$34.38 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Executive Director of Housing & Children's Services or designate, will be responsible for delivering and implementing social housing programs and initiatives in the Windsor and Essex County Service area. In a team-oriented environment, will plan, coordinate, negotiate, monitor and maximize opportunities for the implementation of programs and initiatives; develop assess and interpret program criteria, policy, procedure, legislation and impact/options in response to the program initiatives; facilitate and conduct consultation sessions with staff, public, community groups and related housing-sector stakeholders; coordinate and implement the Strong Communities Affordable Housing Program, Rent Supplement Programs and other programs and initiatives as required; network, consult and proactively develop/maintain working relationship with representatives on all three levels of government and related housing-sector stakeholders/participants; develop/conduct Requests for Proposals, Expressions of Interest and other similar forms of procurement to attract responses to programs; conduct research and make recommendations to the Executive Director or designate and provide input into program, operational and applicable budget matters; prepare service or other agreements, reports, plans, briefing notes, background materials, speaking and presentation material, council reports; develop communications for the Executive Director, staff, public, council, stakeholders; conduct related research and perform other duties as assigned to meet the departments program/service objectives. Must be able to travel to meet with individuals/groups throughout county municipalities. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety program.

QUALIFICATIONS:

- Must have a University degree in Urban Planning, Social Sciences, Business Administration or Ontario Ministry of Education equivalency.
- Must have over (3) years progressively responsible experience in community development and government program delivery and implementation or related social housing field.
- Demonstrate planning, organizational and implementation skills.
- Computer literacy in Windows environment and proficiency in Microsoft Word, Outlook, PowerPoint.
- Must be proficient and possess excellent written, analytical and oral communication skills.
- Demonstrated knowledge in areas of program delivery and implementation.
- Strong problem-solving, mediation, negotiating and planning skills.
- Knowledge of social housing programs considered an asset.
- Ability to interpret data, legislation, program material and analyze issues.
- Knowledge of municipal role, functions, challenges in housing program delivery.
- Must have the ability to travel to offsite 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.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current Housing & Children's Services employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above

Apply To:

- In person to the, 400 City Hall Square East, #301, or by e-mail to @city.windsor.on.ca.

Updated:

- By Human Resources on September 18, 2012