

POSITION: PROGRAM ANALYST**JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543519**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.14**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$27.17 to \$31.94 per hour (2012)**HOURS PER WEEK:** 33.75**DUTIES:**

Under the direction of the Program and Policy Supervisor in the Children's Services Division, will provide program support to the Children's Services System Manager by providing expert research, analysis, and advice regarding the development and implementation of the Best Start Strategy, particularly in respect to child care planning, strategies and program initiatives within the Windsor and Essex County areas. Will provide administrative, research, resource development and planning support associated with the Early Learning and Child Care Programming and other approaches as required. Will assess operational standards and present conclusive, informative reports. Will be involved in program development/analysis, consultation, analytical project management and problem solving. Must maintain amiable relations with co-workers and customers. Will work within a team environment and independently. Will have the ability to travel within the service area throughout Windsor and Essex County as required to apply the levels of service tool for program support at various child care centres. Administers part of the budget by collecting data for budget and coordinates activities for budget preparation (quarterly reports). Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) year's post secondary education in Early Childhood Education from a Community College or Ontario Ministry of Education equivalencies.
- Must have over three (3) years experience in a child care/group setting, with experience and knowledge in the delivery of social services programs.
- Must have extensive knowledge of the principals/practices of child and youth development and programming requirements in a child care/group setting.
- Must have a sound knowledge of the Day Nurseries Act, Child and Family Services and Developmental Services Acts.
- Must have operating knowledge and training in Microsoft Office Suite of products (i.e. word, Excel, etc).
- 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 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 18, 2012