

### ◆ POLICY ANALYST

<b>DEPARTMENT:</b>	Engineering	<b>FILE NO.:</b>	2010-0160-L
<b>LOCATION:</b>	1266 McDougall	<b>NO. OF POSITIONS:</b>	One
<b>RATE OF PAY:</b>	\$65,833.98 - \$80,021.84 Annually	<b>POSITION STATUS:</b>	Temporary Full-Time
<b>DEADLINE DATE:</b>	Wednesday, January 5, 2011		

#### DUTIES:

Reporting to the Manager of Transportation Planning, is responsible to provide support services inclusive of research, analysis, planning and policy development, report writing and special project support. Facilitates informed decision-making by conveying research information and analysis. Plans and organizes activities related to Infrastructure Services Capital budget prioritization. Responsible for long and short range transportation planning and policy issues. Responsible for development, coordination implementation and monitoring of a cost/benefit analysis strategy to be used in setting priorities for Capital and Operating Budgets; prepare and recommend annual operating and capital budget priorities; coordinate Infrastructure Services review and response to requests regarding disposal of City owned properties; update and maintain Strategic Roadway Improvement Priority Study; identifies emerging infrastructure issues through analysis and research of trends and changes in the City; shares knowledge and provides pragmatic advice on existing and emerging issues to other service units in the service area; update and maintain long range transportation planning procedures; coordinate, negotiate and provide comment regarding development proposals, including rezoning, cost-sharing, site plan control and Committee of Adjustment; provide design guidelines for roadway improvements related to developments; perform transportation analysis using transportation analysis software; represent Infrastructure Operations at various meetings to provide technical input, including testimony at the Ontario Municipal Board; co-ordinate and resolve issues by consulting with other services areas, outside agencies and developers; assist in the undertaking of Environmental Study Reports; prepare reports to City Council regarding Infrastructure Operations issues; as assigned, will co-ordinate the work of Infrastructure Planning staff; assists in the handling of public inquiries and complaints, including the preparation of responses; maintain appropriate background files; continues to grow professionally by staying in touch with Municipal Policy and research activities and developments in infrastructure management techniques and methodologies; responsible for maintaining and updating statistical data; and coordinates special projects related to Infrastructure Services. Must be able to travel to off-site meeting locations. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program.

#### QUALIFICATIONS:

- Must have a University degree in Engineering or Planning, or Ontario Ministry of Education equivalencies, with the eligibility to attain a Professional Engineering designation or Registered Professional Planner designation, combined with over four (4) years of relevant work experience in a Transportation Planning Environment.
- Must have experience in a computerized environment.
- Must have ability to present clear, concise and accurate verbal and written reports and possess excellent public relations skills.
- Must hold and maintain a valid Ontario Class 'G' driver's license for the purposes of operating a City of Windsor vehicle.
- Supervisory experience in a unionized environment will be considered an asset.
- Working knowledge of transportation modeling principles will be considered an asset.
- Membership with the Professional Engineers of Ontario, or membership in the Canadian Institute of Planners and/or the Ontario Professional Planners Institute as a Registered Professional Planner, will be considered an asset.
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.

#### HOW TO APPLY:

Send resume in confidence, quoting the above File Number, specifically noting your qualifications and experience as outlined above. Resumes will be given further consideration based on meeting the criteria as identified in the qualifications section. **Resumes are to be addressed to and received by no later than 4:30 p.m. on the deadline date noted above.** Resumes may be provided to the Human Resources Department, 171 Goyeau St., Windsor, ON, N9A 1G5 (email: [hrdiv@city.windsor.on.ca](mailto:hrdiv@city.windsor.on.ca)) OR you may drop off your resume to one of the Customer Care Centres. Please refer to the City of Windsor's website for further information on the location and hours of operation for Customer Care Centres.

Only those applicants selected for an interview will be acknowledged. We offer a smoke-free office environment. Personal information is collected under the authority of the Municipal Act, R.S.O. 2001, and will be used to determine eligibility for employment. The Corporation of the City of Windsor is an Equal Opportunity Employer.