

JOB DESCRIPTION

POSITION:	MULTIMEDIA SOLUTIONS ANALYST		
DEPARTMENT:	Information Technology	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543353
HOURS OF WORK:	37.5	GRADE/CLASS:	0.15
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Deputy Chief Information Officer/Manager of Project Management and Applications, this position will be required to work with all service areas to ensure that each service area's website is maintained and up-to-date. Duties include: train users to use web design software; Co-ordinate the development and maintenance of service area's webpages according to City of Windsor standards; Maintain the City of Windsor's main site; Ensure that web site e-mail is answered in a timely manner; Assure all hyperlinks are operational; Incorporate graphics/images where applicable. May be required to carry laptops, cameras and tripods as necessary. Maintain amiable relations with the public, user service areas and fellow staff. Work with others to develop marketing strategies. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a three (3) year University Degree in Computer Science or Ontario Ministry of Education equivalency;
- Must have over three (3) years experience in the field of Technology Services;
- 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 and must provide a driver's abstract as a condition of employment;
- Must have experience building designing, implementing and maintaining web sites;
- Must have experience with graphic design and manipulation for presentation on the Web;
- Must have experience with FrontPage 98/2000;
- Must have excellent written and oral communication skills;
- Additional recognized post-secondary courses in web design, marketing and advertising may be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.