

JOB DESCRIPTION

POSITION:	CONTRACT CLERK		
DEPARTMENT:	Housing & Children's Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543564
HOURS OF WORK:	33.75	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Supervisor, Childcare Subsidy, this position populates and maintains Housing and Children's Services and Employment and Social Services service contracts/agreements between the Corporation of the City of Windsor and funded community service providers in Windsor and Essex County. Responsible for: the population of new contracts/agreements for execution; the revision of existing contract/agreements to reflect program and service target additions/changes, per diem rate changes, and funding allocation changes; tracks contracts/agreements through the execution process; is responsible for the completion of all required follow-up actions associated with the ongoing maintenance of the contracts/agreements to ensure that all documentation submission and audit requirements are met; responds to inquiries and information requests from service providers regarding service contract/agreement content and requirements. Must maintain amiable relations with co-workers and customers. 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 an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must have over three (3) months of experience in a computerized office environment using the Microsoft Office Suite of Products including Windows, Word, Excel and Outlook;
- 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 and must provide a driver's abstract as a condition of employment;
- Must have neat and legible penmanship;
- 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.