



Job Ad

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| Organization: | Ministry of Transportation |
| Division: | Engineering Office |
| Position Title: | DESIGN SERVICES CLERK |
| Job Term: | 1 Permanent |
| Location: | 615 South James St, Thunder Bay, 0083952, North Region |
| Compensation Group: | Ontario Public Service Employees Union |
| Salary: | \$23.48 - \$26.55 per hour* |
| Posting Status: | Restricted to OPS employees living or working within 125 Km of the work location |
| Job Code: | 09OAD - Office Administration 09 |
| Schedule: | 3.7 |
| Category: | Administrative and Support Services |
| Job ID: | 34429 |

Do you like solving problems? Are you a logical thinker and have a keen eye for details? If so, then consider an opportunity with the Engineering Office to coordinate, monitor and maintain the acquisition and administration of consultant assignments for the various sections of the Regional Engineering and other offices.

In this role, you will:

- provide financial reports;
- analysis in operational and consultant budget performance;
- administer the collection and analysis of performance measurement and production cost data;
- assist in financial budgeting and control for the Regional Engineering Office;
- coordinate training and development plans for all engineering staff.

What we are looking for:

Financial and analytical skills

- You have the ability to interpret and apply policies, directives and procedures to the consultant acquisition and management of technical consultant services
- You can demonstrate knowledge of financial accounting and budgetary principles and practices
- You can demonstrate analytical, problem solving, and evaluative skills
- You have the ability to perform data analysis such as budget variances, and explanation of causes or sources of variances
- You have the ability to develop and recommend financial improvements

Communication skills

- You have the ability to provide advice and guidance to ministry staff
- You have the ability to explain policies, procedures and directives on the consultant acquisition management process to staff and stakeholders
- You have the ability to prepare reports, explain the budget and variances
- You have the ability to communicate training and development opportunities to Engineering Heads, Supervisors and staff

Organizational skills

- You have the ability to organize and set priorities regarding own workload to deal with simultaneous projects and meet deadlines
- You have the ability to work independently

Computer skills

- You can demonstrate computer proficiency and proven expertise in utilizing various software applications such as word processing, spreadsheet, databases, email and Internet/Intranet

Mandatory requirement:

- Occasional overnight travel is a requirement of the position

Posting Date: Thursday, May 12, 2011

Closing Date: Friday, May 27, 2011 11:59 pm EST

How to apply:

1. You must **apply online** from an OPS computer. You will not be able to apply from your home computer.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Friday, May 27, 2011 11:59 pm EST.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

N-MT-34429/11

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**

*Indicates the salary listed as per the OPSEU Collective Agreement.