



CITY OF PETERBOROUGH

A diversified and active community with a population of approximately 75,000 people offers excellent opportunities for growth, as well as higher learning at Trent University and Sir Sandford Fleming College. The City of Peterborough is currently seeking:

INFORMATION MANAGEMENT ASSISTANT SOCIAL SERVICES DIVISION/COMMUNITY SERVICES DEPARTMENT File #12-P-02

Reporting to the Children's Service Program Manager, this position is responsible for the Ontario Child Care Management System Database (OCCMS) and for providing administrative and program support to the Social Services Division and to the Children's Services Program Manager to ensure the smooth, efficient and professional operation of the program.

QUALIFICATIONS:

The successful candidate will have a community college diploma in Early Childhood Education and a combination of up to two years previous or on-the-job experience in a licensed child care program including program administration experience. Requires an individual who is registered with the College of Early Childhood Educators and who has thorough knowledge of the Day Nurseries Act and a comprehensive understanding of licensed childcare operations. Requires an advanced level of computer skills; word processing, spreadsheet, database and presentation software applications. Must have well developed interpersonal and communications skills with excellent analytical and problem solving capabilities. Strong organization and time management skills with a high attention to detail is required. This position requires an individual who can work with minimal supervision and who has the ability to manage competing priorities and coordinate a number of tasks at one time. Experience with OCCMS, CBS and SMDT would be considered an asset.

Salary Range: \$46,167.42-48,876.88

Qualified applicants are invited to submit a résumé and cover letter, quoting file number **12-P-02** no later than 4:30 p.m. on **Friday, February 17, 2012** to: City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted. An Equal Opportunity Employer.

www.peterborough.ca/jobs