

## CITY OF HAMILTON

### CITY MANAGER'S OFFICE

(Chief Digital Officer and Director of Communications & Issues Management) - LOCATION – 71 MAIN ST WEST)

### ADMINISTRATIVE ASSISTANT II (COMMUNICATIONS & DIGITAL DIVISIONS)

#### Summary of Duties:

Reporting to the Divisional Directors, provides confidential administrative support for the Divisions. Co-ordinates administrative functions within the Divisions and follows-up on outstanding issues. Works with a minimum of supervision on multiple activities and ensures deadlines are adhered to and established procedures followed.

Assumes the administrative duties and responsibilities of the Executive Assistant in his/her absence.

Provides confidential support on a range of administrative issues affecting the operations of the Divisions, Departments and Corporation. Works independently on multiple activities within the Divisions and follows-up on outstanding issues as appropriate.

Orders and maintains office supplies, office equipment and assists with IT services.

Provides leadership and guidance to support staff within the Divisions.

#### GENERAL DUTIES

Provides confidential administrative support to the Divisional Directors.

Assists in the coverage for the Executive Assistant to the City Manager during vacations / absences.

Assumes responsibility for all routine administrative details within the Office of the Directors. Works independently on multiple activities and ensures deadlines are adhered to and established procedures followed.

Coordinates initiatives and manages programs and proposals delegated by the Directors.

Responds to enquiries and processes confidential materials.

Prepares, composes and proof reads correspondence and Committee and Council reports. Draft replies on non-routine matters for the consideration of the Directors. Takes minutes as required.

Schedule appointments, meetings, book facilities, organizes the delivery of presentation equipment, prepares material, and arranges catering.

Respond to inquiries and liaises with local officials, local boards, government agencies, outside organizations, internal staff and the general public and follows-up as needed.

Processes cheque requisitions, travel and expense claims and review for accuracy, i.e. account numbers, availability of budget.

Monitor transaction listings, investigates discrepancies and processes journal vouchers. Maintains attendance and vacation files for staff in Directors office.

Co-ordinates and arranges travel, conference and course arrangements, and follows-up as appropriate for Divisional Directors.

Develops and maintains confidential filing systems.

Contact person for the Director's Office ensuring information is disseminated to staff as needed and ensures timely responses to Members of Council.

Works in accordance with the provisions of applicable Health and Safety legislation and City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety and Corporate.

Performs other duties as assigned

**QUALIFICATIONS**

1. Graduate from an Office Administration Program or approved equivalent education and experience.
2. Must have progressively responsible experience at a senior administrative level with related municipal government environment being an asset.
3. Previous business experience in handling confidential and sensitive information.
4. Demonstrated ability to prepare clear written materials for multiple audiences. Must have a high level of accuracy and speed in preparation of written communication.
5. Must be able to carry out role and problem solving without detailed direction.
6. Previous experience in preparation of Committee and Council reports.
7. Must be proficient in Business English, office practices and procedures.
8. Must be proficient in the use of Microsoft Office Suite products including: Outlook, Adobe Acrobat, Word, PowerPoint and Excel. Experience and knowledge of Peoplesoft Financial and HR System.
9. Must have a demonstrated ability to work collaboratively with others, including internal, external partners and various levels of government.
10. Knowledge of general accounting principles, including ability to monitor accounts, maintain routine financial records, calculate, prepare and process invoices and accounts payable.
11. Must be able to work independently on complex projects and co-ordinate activities with other parts of the organization to promote smooth and efficient communications and information flow.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**