

# CITY OF HAMILTON

## CORPORATE SERVICES

### ADMINISTRATIVE COORDINATOR – CORPORATE SERVICES

#### SUMMARY OF DUTIES

Reporting to the Department Head, coordinates the provision of overall administrative services for the Department. Perform all duties related to the position of confidential Assistant to the City Manager, General Manager or Medical Officer of Health, generally assuming responsibility for administration of the office and related functions.

#### GENERAL DUTIES

Act as Administrative Coordinator and key liaison to the City Manager, General Manager or Medical Officer of Health providing resource leadership, and assuming responsibility for Departmental administrative/office management. Works independently, with minimal or no supervision, on multiple priorities and ensures deadlines are adhered to and established procedures followed.

Responsible to coordinate initiatives and project manage programs and proposals delegated by the City Manager, General Manager or Medical Officer of Health, including advanced accountability to Senior Management and staff to comprehend and communicate initiatives and assignments through to successful completion.

On behalf of the City Manager, General Manager or Medical Officer of Health, directly liaise with elected officials, media, Senior Management Team, Department Management Team, internal and external contacts with respect to the Department's functions.

Create and respond to communications, initiate investigations, react to political, media and public inquiries, and liaise with external agencies. Gather detail for the preparation of reports on a variety of matters, both confidential and routine. Prepare replies on non-routine matters for the signature of the City Manager, General Manager or Medical Officer of Health.

Coordinate, review, research, prepare and track Standing Committee and Council reports. Input and updating of the Standing Committee's Outstanding Business List. Distribute Council Follow-ups. Coordinate and track action items to ensure staff are attending to the directions of Council.

Participate in and organize regular Department Management Team meetings by coordinating agendas, recording and transcribing minutes, following up on action items, manage logistics and meeting delegations.

Provide guidance, leadership and advice to technical, professional and management staff on the Department's portfolio or Corporate issues.

Member of the City's Emergency Control Group responding to municipal emergencies and catastrophic events as direct support to the City Manager, General Manager or Medical Officer of Health.

In conjunction with Departmental Directors and Human Resources staff, design interview questions and devise relevant tests to establish candidate competency levels for the retention of junior staff/students. Participate in the interview process and candidate selection of junior staff/students.

Train/mentor all Director level Administrative Assistant positions across all the Department in Corporate administrative matters and changing policies.

Coordinate calendar of appointments, arrange meetings, book facilities, organize the delivery of presentation equipment, prepare necessary documentation, provide for catering arrangements and inform participants of arrangements.

Monitor monthly expenditures for the office of the City Manager, General Manager or Medical Officer of Health by reviewing monthly financial reports (Available Funds Report/Budget Variance Report). Investigate discrepancies and initiate corrections as required.

Ensure timely processing of cheque requisitions, expense claims and review of same for accuracy of descriptions, account numbers, availability of funds and ensure appropriate terms of purchase and leases are exercised.

Coordinate and arrange all travel, conference and course arrangements, process travel advances and follow up as appropriate.

Maintain absence reporting records for the City Manager, General Manager and Medical Officer of Health's office.

Develop and maintain confidential and information filing systems.

Assist in the acquisition and coordination of administrative/office services relating to office space, office equipment, computer and telephone systems.

Perform a wide variety of assigned work with a minimum of direction and supervision.

Perform other duties without supervision which are directly related to the responsibilities of the position.

## **QUALIFICATIONS**

1. Previous business office experience related to duties listed above, normally acquired through the completion of an Office Administration Program or an equivalent combination of education and progressive work experience at a senior administrative level.
2. Must possess excellent interpersonal skills to readily relate to internal contacts, the public and outside agencies with a pleasant manner and demonstrate initiative and the ability to carry out instructions without detailed direction.
3. Must have superior organizational skills and demonstrate accuracy, speed and detail in the preparation of written communications.
4. Must be able to work independently on complex projects and coordinate activities with internal and external contacts to promote smooth and efficient communication and information flow.
5. Demonstrated ability to coordinate, delegate and review work of staff and resolve work-related problems.
6. Demonstrated experience in preparation of reports.
7. Must be proficient in Business English, modern office practices and procedures.
8. Must be familiar with Corporate policies and procedures.
9. Must be proficient in the use of Microsoft Office Suite products to include Outlook, Word, PowerPoint and Excel. Experience and knowledge of Peoplesoft Financial and HR Systems.
10. Must possess maturity, initiative, good judgement and the ability to mentor junior staff.
11. Knowledge of general accounting principles with the ability to monitor financial resources and process related financial transactions.
12. Experience in a related environment would be an asset.