

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT DIVISION – NEIGHBOURHOOD DEVELOPMENT STRATEGIES - LOCATION – 28 JAMES ST, N., 6th FLOOR)

PROGRAM SECRETARY – NEIGHBOURHOOD DEVELOPMENT STRATEGIES - CUPE 5167

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction. The Division provides leadership, expertise and support for broad based neighbourhood and community initiatives.

SUMMARY OF DUTIES

Reporting to the Manager, Neighbourhood Development Strategies, the program secretary assists professional staff on day-to-day projects, word processes reports, prepares presentations, proof reads manuscripts, reconciles and issues expense reports, schedules meetings, coordinates community meetings including room rentals, invites, responses, food ordering and prepares information packages, and prepares and distributes meeting minutes.

GENERAL DUTIES

Types and word processes correspondence, minutes, manuscripts, labels, questionnaires, workshop materials, grant proposals, reports, publications, and presentation slides.

Sorts and processes incoming mail, processes outgoing mail and updates mailing list.

Receives and answers calls from staff outside agencies and citizens.

Schedules and arranges locations for meetings and workshops.

Proof reads manuscripts to verify conformity to corporate style requirements.

Reconciles and issues expense reports and consults with manager when discrepancies occur.

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

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous business office experience related to the duties above normally acquired through a combination of education and related work experience.
2. Previous experience in a computerized environment and demonstrated proficiency in operating a variety of office equipment (including, but not limited to, copier, fax machine, scanner and printer). Intermediate knowledge of Windows Office XP (Word, Excel and PowerPoint).

3. Demonstrated ability to type and word process correspondence, minutes, manuscripts and workshop materials.
4. Demonstrated ability to develop spread sheets using Excel and develop presentations using PowerPoint.
5. Requirement to work in accordance with the provisions of all applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures.
6. Excellent interpersonal and communications skills to communicate with both internal and community partners in a professional manner are required.

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