

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – DISTRICT RECREATION OPERATIONS - LOCATION – 28 JAMES ST. N. – LISTER BLOCK)

ADMINISTRATIVE SECRETARY – DISTRICT RECREATION OPERATIONS - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Manager, District Recreation Operations, the Administrative Secretary provides support, co-ordinates and schedules meetings, assists with preparation and administration of agendas, meeting minutes, guidelines specifications; policies, procedures, standards and training for District Recreation Operations.

GENERAL DUTIES

Establishes systems and methods to ensure data input and retrieval is maintained in an up to date and accurate manner to assist the Manager and staff to adhere to project timelines.

Prepares and processes cheque requisitions and purchase orders. Checks and verifies monthly expenditures with the monthly transaction listing from the Finance Department.

Receives and answers inquiries by telephone and in person from the public, contractors, suppliers, salespersons, staff, outside agencies, and other departments within the corporation and elected officials.

Creates, reviews, edits and tracks all associated administrative activities related to District Recreation Operations including but not limited to, personnel administration, training, meetings, financial administration support, special projects, and policy and procedure development.

Maintains paper and electronic admin and project files.

Co-ordinates, schedules and arranges for meetings. Takes, transcribes and distributes minutes of various section meetings, or stakeholder meetings, and special projects meetings.

Inputs and retrieves data. Generates reports from a computer based information system.

Sorts and distributes incoming mail; processes outgoing mail.

Orders and maintains office supplies.

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 secretarial/administrative experience or combination of secretarial/administrative courses and relevant work experience.
2. Demonstrated experience in word processing skills, editing and the ability to take notes, minutes and analyze data. Demonstrated ability to word process correspondence and technical reports.
3. Effective interpersonal and communication skills with demonstrated ability to relate to peers and the public in a

tactful and courteous manner.

4. Demonstrated ability to compile statistics from data and to perform basic analysis of data.
5. Working knowledge of Windows Operating System, advanced Microsoft Outlook, Word, Excel and database software. Experience with PeopleSoft and Microsoft Access would be considered an asset.
6. Demonstrated ability to work effectively with others and to display and foster teamwork within the work unit.
7. Demonstrated ability to work with figures and balance transactions in a deadline oriented environment.
8. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.

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