

CITY OF HAMILTON

LAST UPDATED: MAY 2022

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(GENERAL MANAGER'S OFFICE – ADMINISTRATION – LOCATION – 28 JAMES ST. N., 5th FLOOR)

ADMINISTRATIVE COORDINATOR – HEALTHY & SAFE COMMUNITIES

SUMMARY OF DUTIES

Reporting to the General Manager, Healthy & Safe Communities performs all duties related to the position of confidential Administrative Coordinator to General Manager, generally assuming responsibility for administration of the office and related functions.

GENERAL DUTIES

Act as Administrative Coordinator and key liaison to the General Manager 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 General Manager, including advanced accountability to Senior Management and staff to comprehend and communicate initiatives and assignments through to successful completion.

On behalf of the General Manager, directly liaises with elected officials, media, Senior Leadership Team, Department Leadership Team, internal and external contacts with respect to the Department's functions.

Create and respond to communications, initiates investigations, reacts to political, media and public inquiries, and liaises with external agencies. Gather detail for the preparation of reports on a variety of matters, both confidential and routine. Prepares replies on non-routine matters for the signature of the General Manager.

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 Leadership 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 General Manager.

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 General Manager 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 ensures 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 General Manager'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.

Work 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.

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.

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

HOURS:

35 per week

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