

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(OFFICE OF THE MEDICAL OFFICER OF HEALTH - LOCATION – DAVID BRALEY HEALTH SCIENCES CENTRE, 6th FLOOR)

ADMINISTRATIVE ASSISTANT II – ASSOCIATE MEDICAL OFFICER OF HEALTH

SUMMARY OF DUTIES

Reporting to the Associate Medical Officer of Health, provide confidential administrative support on a range of administrative issues affecting the operations of the Office of the Medical Officer of Health (OMOH). Work with a minimum of supervision on multiple activities and ensure deadlines are adhered to and established procedures followed.

Participate in the acquisition of administrative services such as office space, supplies, office equipment and telephone services.

Provide guidance to support staff within the OMOH and participate in the recruitment process for junior staff as and when required.

GENERAL DUTIES

Provide confidential administrative support to the Associate Medical Officer of Health and the Office of the Medical Officer of Health.

Assume responsibility for all routine administrative details within the Office of the Associate Medical Officer of Health.

Participate as an active member of the Public Health Administrative Support Team to coordinate, ensure consistency in, identify and recommend solutions to issues related to administrative matters across Public Health Services.

Assist in business and administrative matters such as responding to enquiries and processing confidential matters.

Prepare, compose and proof-read correspondence and reports on a variety of matters, both confidential and routine. Draft replies on routine and non-routine matters for the consideration of their supervisor. Take minutes for meetings as requested.

Monitor, triage and action email and regular mail of their supervisor.

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.

Participate in and organize OMOH Team meetings by coordinating agendas, recording and transcribing minutes, following up on action items, managing logistics and meeting delegations.

Coordinate Public Health After Hours Emergency Contact On-Call schedules and information dissemination; connecting with staff across Public Health and the Customer Contact Centre.

Coordinate Public Health Medical Resident and Student clinic observations and orientation meetings under supervision of the Site Director; including on/off boarding, calendar of appointments asset allocation and administrative support.

Assist in business and administrative matters in support of the Medical Director of Sexual Health Clinics.

Answer and triage inquiries, including phone calls and written communications. Respond to inquiries and liaise with local officials, local boards, government agencies, outside organizations, internal staff and the general public and follow-up as needed.

Ensure timely processing of cheque requisitions, expense claims and review of same for accuracy of descriptions, account numbers, availability of funds and ensure procurement policies are followed.

Review purchases made to ensure accuracy in transaction listings. Under the supervision of the Associate Medical Officer of Health, investigate discrepancies and submit journal vouchers.

Participate in the City, Hamilton Health Sector and/or Public Health Emergency Control Group responding to municipal emergencies and catastrophic events as administrative support to the Control Group as assigned.

Maintain records for the Administrative Coordinator on attendance and vacation.

Co-ordinate and arrange all travel, conference and course arrangements the Office of the Medical Officer of Health as required.

Assist Divisional staff in processing of Standing Committee reports, providing information on templates, and feedback on consistency of use to the Associate Medical Officer of Health and Medical Officer of Health. Finalize formatting and coordinate final submission with the Administrative Coordinator.

Sort and process incoming, returned, and unidentified mail; and updates mailing lists.

Develop and maintain confidential and information filing systems and appropriately manages records according to corporate policy.

Provide back up to other Administrative Assistant II's within the Public Health Services.

Provide primary back up to Administrative Coordinator – Medical Officer of Health as required.

Coordinate dissemination of information to staff and external partners.

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.

Perform other duties as assigned with minimal supervision and direction.

QUALIFICATIONS

1. Graduate from an Office Administration Program or a combination of education and related experience.
2. Progressively responsible experience at a senior administrative level.
3. Demonstrated ability to prepare clear written materials for multiple audiences. Must have a high level of accuracy and speed in preparation of written communication.
4. Previous experience in preparation of reports.
5. Must be proficient in Business English, modern office practices and procedures.
6. 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.

7. Must have a demonstrated ability to work collaboratively with others, including both external and internal partners and councillors.
8. Must be able to carry out role and problem solving without detailed direction.
9. Must possess professionalism, initiative, good judgement and the ability to collaborate with others.
10. Knowledge of general accounting principles, including ability to monitor accounts, maintain routine financial records, calculate, prepare and process invoices and accounts payable would be an asset.
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.
12. Knowledge of and ability to maintain confidentiality of sensitive or personal health information, including PHIPA and MFIPA.

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