

CITY OF HAMILTON**LAST UPDATED: SEPTEMBER 25, 2015****PUBLIC HEALTH SERVICES****(HEALTHY FAMILIES DIVISION – LOCATION – 100 MAIN ST. W., 6th FLOOR)****ADMINISTRATIVE ASSISTANT II – FAMILY HEALTH****SUMMARY OF DUTIES**

Reporting to the Divisional Director, provide confidential administrative support on a range of administrative issues affecting the operations of the Division. 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 Division and participate in the recruitment process for junior staff as and when required.

GENERAL DUTIES

Provide confidential administrative support to the Divisional Director.

Assume responsibility for all routine administrative details within the Office of the Director.

Participates 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 and Healthy and Safe Communities Department.

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. Takes minutes for meetings as requested.

Monitors, triages and actions email and regular mail of their supervisor.

Schedule appointments and manage the calendar of the Director.

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

Coordinates vacation, assignment, coverage and on-call schedules, connecting with staff across the department as required.

Answers and triages 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 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 Director, 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 Divisional Director's office on attendance and vacation for Division Director staff.

Co-ordinate and arrange all travel, conference and course arrangements for Directors and Managers as required.

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

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 Public Health Services.

Provide back up to Administrative Coordinator within Public Health Services.

Perform other duties as assigned with minimal supervision and direction.

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.

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

NOTE 1:

Flexibility to work extended hours when necessary.

NOTE 2:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure

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