

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(PUBLIC HEALTH SERVICES - OFFICE OF MEDICAL OFFICER OF HEALTH – LOCATION – 100 MAIN ST. W.,
4th FLOOR)

ADMINISTRATIVE COORDINATOR – MEDICAL OFFICER OF HEALTH

SUMMARY OF DUTIES

Reporting to the Medical Officer of Health, coordinates the provision of overall administrative services for the Division. Performs all duties related to the position of confidential Assistant to the Medical Officer of Health, generally assuming responsibility for administration of the office and related functions. Provides guidance and mentorship to the Public Health Administrative Support Team. Work with a minimum of supervision on multiple activities and ensure deadlines are adhered to and established procedures followed.

GENERAL DUTIES

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

On behalf of the Medical Officer of Health, directly liaise with elected officials, media, Senior Management Team, Public Health Services Management Team, internal and external contacts with respect to the Department's functions.

Create and respond to communications, initiate investigations, react to political, media and public inquiries, and liaise with external agencies. Gather detail for the preparation of reports on a variety of matters, both confidential and routine. Prepare replies on routine and non-routine matters for the signature of the Mayor/Chair of Board of Health, City Manager, or Medical Officer of Health.

Coordinate, review, research, prepare and track Standing Committee and Council reports. Input and update the Standing Committee's Outstanding Business List. Distribute Council Follow-ups to PHSMT. Coordinate and track action items to ensure staff are attending to the directions of Council.

Participate in and organize regular Public Health Services Management 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 Health Sector and/or Public Health Emergency Control Group responding to municipal emergencies and catastrophic events as direct support to the Medical Officer of Health and/or other members of the Control Group.

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 Administrative Assistants across the Department.

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 Medical Officer of Health by reviewing monthly financial reports (Available Funds Report/Budget Variance Report). Investigate discrepancies and initiate corrections as required. Review purchases made to ensure accuracy and under the supervision of the MOH, investigate discrepancies and submit journal vouchers

Ensure timely processing of cheque requisitions, expense claims and review of same for accuracy of descriptions, account numbers, availability of funds and ensure 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 Medical Officer of Health's office.

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

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.

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.

Perform other duties without supervision which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Graduate from an Office Administration Program or a combination of education and related experience.
2. Minimum five years previous business office experience related to duties listed above, and progressive work experience at a senior administrative level.
3. Must possess excellent interpersonal skills to readily relate to internal contacts, the public, Councillors and outside agencies with a pleasant manner and demonstrate initiative and the ability to carry out instructions without detailed direction.
4. Must have superior organizational skills. Demonstrated ability to prepare clear written materials for multiple audiences. Must demonstrate accuracy, speed and detail in the preparation of written communications.
5. 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.
6. Demonstrated ability to coordinate, delegate and review work of staff and resolve work-related problems.
7. Demonstrated experience in preparation of reports.
8. Must be proficient in Business English, modern office practices and procedures.

9. Must be familiar with Corporate policies and procedures.
10. 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.
11. Must possess professionalism, initiative, good judgement and the ability to collaborate with others
12. Knowledge of general accounting principles with the ability to monitor financial resources and process related financial transactions.
13. Knowledge of and ability to maintain confidentiality of sensitive or personal health information, including PHIPA and MFIPA
14. Experience in a municipal or public health environment would be an asset.

NOTE:

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
