

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (MACASSA LODGE – LOCATION – 701 UPPER SHERMAN AVE.)

ADMINISTRATIVE ASSISTANT II - ML

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting directly to the Senior Administrator. Performs all duties related to the position of confidential Assistant to the Senior Administrator, generally assuming responsibility for administration of the office and related functions.

GENERAL DUTIES

Work independently, with minimal or no supervision, on multiple priorities and ensures deadlines are adhered to and established procedures followed.

Responsible for keyboarding all confidential memoranda for the Senior Administrator.

Word process all letters, memos, reports and other correspondence required by the Senior Administrator.

Record and transcribe minutes of meetings as required by the Senior Administrator.

Support Accreditation activities including attending meetings as required, and other duties associated as required by the Senior Administrator.

Research, co-ordinate and prepare special reports, staff newsletter and public relations material.

Coordinate, review, research, prepare and track Emergency and Community Services Committee and Council reports. Input and update the Standing Committee's Outstanding Business List. Distribute Council Follow-ups. Coordinates and tracks action items to ensure staff are attending to the directions of Council for Long Term Care and Seniors Strategy.

Compile data for statistical reports, Operating Budget, Capital Budget or other operational reports.

Liaise with the residents, family members and volunteers on behalf of the Senior Administrator.

Screen incoming calls or visitors to the Senior Administrator, taking messages and answering enquiries where possible.

Coordinate calendar of appointments, arrange meetings, book facilities, organizes the delivery of presentation equipment, prepare necessary documentation, provide for catering arrangements and inform participants of arrangements.

Maintain Senior Administrator's filing or other systems as required.

Liaise with various departments within the Lodges and across the City of Hamilton departments to ensure smooth operation.

Maintain an accurate filing system and electronic document logs.

Receive Administrator's mail and distribute accordingly.

Act as public relations liaison between the Lodge and the general public, City staff, members of Council and other health care agencies/organizations.

Perform a wide variety of assigned work with a minimum of direction and supervision.

Perform other duties as assigned which are directly related to the normal functions of this position with minimal supervision and direction.

QUALIFICATIONS

1. Previous experience at a senior administrative level, normally acquired through the completion of an Office Administration Program or approved equivalent education and related work experience.
2. Must have a high degree of accuracy and speed to compose and proof-read correspondence, reports and presentations on a variety of matters both confidential and routine. Ability to draft replies on non-routine matters for the consideration of the Director and compose meeting agendas and minutes.
3. Must be proficient in Business English, modern office practices and procedures.
4. Demonstrated ability to communicate effectively, both verbally and in writing.
5. 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.
6. Demonstrated ability to work independently on projects and co-ordinate activities with both Macassa Lodge and Wentworth Lodges, other LTC Homes, other divisions across the City and with other key stakeholders to promote smooth and efficient communications and information flow.
7. Must possess maturity, initiative, and good judgement.
8. Knowledge of general accounting principles with the ability to monitor financial resources and process related financial transactions. Ability to investigate discrepancies and required journal vouchers, calculate, prepare and process invoices and accounts. Maintain up to date records and information systems.
9. Experience in a computerized environment. Advanced knowledge of Microsoft Office (Word, Excel, Microsoft Outlook and PowerPoint). Working knowledge of database software or time management software such as Kronos an asset.
12. Previous 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.
