

CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES DEPARTMENT **(RECREATION DIVISION – LOCATION – 77 JAMES ST. N., SUITE 400)**

ADMINISTRATIVE ASSISTANT II

SUMMARY OF DUTIES

Reporting to the Senior Director/Director. Provides confidential administrative support on a range of administrative issues affecting the operations of the Division/Section. Co-ordinates administrative activities within the Division/Section and follows-up on outstanding issues as appropriate. Works with minimal supervision on multiple activities and ensures deadlines are adhered to and established procedures followed.

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

Provides guidance to support staff within the Division/Section and participates in the recruitment process for junior staff as and when required.

GENERAL DUTIES

Provides confidential administrative support to the Senior Director/Director.

Assumes responsibility for all routine administrative details within the Office of the Senior Director/Director.

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

Prepares, composes and proof reads correspondence and reports on a variety of matters, both confidential and routine. Drafts replies on non-routine matters for the consideration of the Senior Director/Director. Takes minutes for Senior Director/Director as requested.

Schedules appointments, arranges meetings, books facilities, organizes the delivery of presentation equipment, prepares necessary documentation, provides for catering arrangements and informs participants of arrangements.

Responds to inquiries and liaises with local officials, local boards, government agencies, outside organizations, internal staff and the general public and follows-up as needed.

Ensures 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.

Monitors transaction listings, investigates discrepancies and processes journal vouchers.

Monitors requisitions and distribution of supplies and payment of accounts.

Maintains records for the Senior Director/Director's office on attendance and vacation for Divisional/Sectional staff.

Co-ordinates and arranges all travel, conference and course arrangements, and follows-up as appropriate.

Develops and maintains confidential and information filing systems.

Participates in the selection of office equipment; i.e. photocopy machine, fax machine.

Acts as contact person for Senior Director/Director's office ensuring information is disseminated to staff as needed.

Participates in interviewing, testing and hiring junior staff and students on placements.

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.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired through the completion of an Office Administration Program or an equivalent combination of education and experience.
2. Progressive experience at a senior secretarial level.
3. Must have a high level of accuracy and speed in preparation of written communication.
4. Experience in preparation of reports.
5. Experience in taking and transcribing minutes.
6. Must be proficient in Business English, modern office practices and procedures.
7. Must possess excellent computer skills with above-average knowledge of Microsoft Office software (Word, Excel and PowerPoint) and Microsoft Windows. Some knowledge of PeopleSoft is preferred.
8. Experience in a related environment would be an asset.
9. Must relate readily to the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction.
10. Must possess initiative, good judgment and the ability to mentor junior staff.
11. 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.
12. Demonstrated ability to co-ordinate, assign and review work of junior staff and resolve work-related problems.
13. 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.
14. High Five Principles of Healthy Child Development Certification considered an asset.