

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT (GENERAL MANAGER'S OFFICE - LOCATION – 71 MAIN ST. W. 7TH FLOOR)

ADMINISTRATIVE COORDINATOR – PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF DUTIES

Reporting to the General Manager of Planning and Economic Development, coordinates the provision of overall administrative services for the Department. Performs all duties related to the position of confidential Assistant to the General Manager, generally assuming responsibility for administration of the office and related functions.

GENERAL DUTIES

Acts as Administrative Coordinator and key liaison to the General Manager 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 General Manager, including advanced accountability to Senior Management and staff to comprehend and communicate initiatives and assignments through to successful completion.

On behalf of the General Manager, directly liaises with elected officials, media, Senior Management Team, Department Management Team, internal and external contacts with respect to the Department's functions.

Creates and responds to communications, initiates investigations, reacts to political, media and public inquiries, and liaises with external agencies. Gathers detail for the preparation of reports on a variety of matters, both confidential and routine. Prepares replies on non-routine matters for the signature of General Manager.

Coordinates, reviews, researches, prepares and tracks Standing Committee and Council reports. Inputs and updating of the Standing Committee's Outstanding Business List. Distributes Council Follow-ups. Coordinates and tracks action items to ensure staff are attending to the directions of Council.

Participates in and organizes regular Department Leadership Team meetings by coordinating agendas, recording and transcribing minutes, following up on action items, manage logistics and meeting delegations.

Provides guidance, leadership and advice to technical, professional and management staff on the Department's portfolio or Corporate issues.

Provides direct supervision to the Administrative Secretary, General Manager's Office.

Trains/mentors all Director level Administrative Assistant positions across all the Departments in Corporate administrative matters and changing policies.

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

Monitors monthly expenditures for the General Manager by reviewing monthly financial reports (Available Funds Report / Budget Variance Report). Investigates discrepancies and initiates corrections as required.

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.

Coordinates and arranges all travel, conference and course arrangements, processes travel advances and follows up as appropriate.

Maintains absence reporting records for the General Manager's office.

Develops and maintains confidential and information filing systems.

Assists in the acquisition and coordination of administrative/office services relating to office space, office equipment, computer and telephone systems.

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

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

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. Previous business office experience related to duties listed above, normally acquired through the completion of an Office Administration Program or an equivalent combination of education and progressive work experience at a senior administrative level.
2. 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.
3. Must have superior organizational skills and demonstrate accuracy, speed and detail in the preparation of written communications.
4. 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.
5. Demonstrated ability to coordinate, delegate and review work of staff and resolve work-related problems.
6. Demonstrated experience in preparation of reports.
7. Must be proficient in Business English, modern office practices and procedures.
8. Must be familiar with Corporate policies and procedures.
9. 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.
10. Must possess maturity, initiative, good judgement and the ability to mentor junior staff.
11. Knowledge of general accounting principles with the ability to monitor financial resources and process related financial transactions.
12. 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.
