CITY OF HAMILTON

August 2022
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
GROWTH MANAGEMENT DIVISION
LOCATION – 71 MAIN STREET WEST, CITY HALL)

ADMINISTRATIVE SECRETARY – INFRASTRUCTURE PLANNING AND LEGISLATIVE APPROVALS - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Infrastructure Planning Engineering and the Manager of Legislative Approvals & Staging of Development, provides secretarial and administrative duties, including confidential matters.

GENERAL DUTIES

Schedules appointments and arranges meetings including the preparation and distribution of agendas and other materials, booking meeting rooms, arranging set-up of audio-visual equipment, displays, and food/beverages as required, and informing participants of same.

Manages the manager's outlook calendar and reviews and responds to Manager's e-mail, where applicable.

Ensures reports and correspondence is in accordance with corporate standards for formatting and overall appearance, including reports for Council.

Provides support and back up to the Director's Administrative Assistant.

Acts as a contact for Manager and ensures information is disseminated to appropriate staff.

Takes dictation and prepares minutes of meetings and performs transcription as required.

Compiles chronologies for reports, Committees, and judicial hearings.

Prepares, composes and proof reads correspondence and reports on a variety of routine matters.

Maintains an office filing system and library (hard copy and e files), and Manager's working files, including confidential files.

Opens, sorts, logs and distributes incoming mail. Processes outgoing mail.

Assists with sectional notices, mailing lists, and mail-outs and circulations regarding proposed development, plans, policies, studies and legislation.

Works with divisional data and updates Staging of Development statistics.

Assists with processing and monitoring invoices and related purchase orders, cheque requisitions, cellular phone statements, travel, mileage and other expense forms and ensuring timely processing of same, while ensuring for accuracy of descriptions and account numbers, investigating discrepancies with Finance and Administrative staff, as needed.

Responds to inquiries and liaises with other departments, government agencies, outside agencies, development community, Council members, and the public.

Peruses Council correspondence for information relevant to the Growth Management Division and files same.

Coordinates and processes travel, conference and course arrangements.

Participates in the co-ordination of administrative services such as photocopying, arranging and preparing office space, telephone services and other office equipment for sectional staff.

Assists in the preparation and coordination of employee focused events.

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 major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated experience as an administrative assistant, normally acquired through a combination of education and relevant work experience related to the duties above.

2. Keyboarding at 50 words per minute with accuracy.

3. Must possess excellent grammar and spelling skills.

4. Strong customer service skills and the ability to relate to elected officials, peers, superiors and the general public with tact and professionalism.

5. Must possess initiative, good judgment and the ability to provide guidance and take a leadership role when necessary.

6. Proficient in a computerized environment with strong working knowledge of Microsoft Office software (Word, Excel, Outlook and PowerPoint) and database software. Proficient at data entry, inputting with a high level of speed and accuracy.

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

* * * * * * * * * * * * * *