

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(TOURISM & CULTURE DIVISION – CULTURE & HERITAGE - LOCATION – 77 JAMES STREET NORTH, SUITE 400)**

ADMINISTRATIVE ASSISTANT II - CULTURE

SUMMARY OF DUTIES

Reporting to the Director, Culture & Tourism, provide confidential administrative support on a range of administrative issues affecting the operations of the Division. Coordinates administrative activities within the Division and follows-up on outstanding issues as appropriate. Works with a minimum of 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 and participates in the recruitment process for junior staff as and when required.

GENERAL DUTIES

Provides confidential administrative support to the Divisional Director.

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

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

Prepares, composes and proofreads correspondence and reports on a variety of matters, both confidential and routine. Drafts replies on non-routine matters for the consideration of the Director. Takes dictation and performs transcription as required.

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, distribution of supplies and payments of accounts.

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

Coordinates 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 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 approved equivalent education and relevant work experience.
2. Progressive experience at a senior secretarial level, with excellent stenographic skills, including shorthand and electronic transcription.
3. Must have a high level of accuracy and speed in preparation of written communication.
4. Experience in preparation of reports.
5. Must be proficient in Business English, modern office practices and procedures.
6. Experience in a computerized environment. Working knowledge of Microsoft Office XP (Word, Excel, Microsoft Outlook, PowerPoint). Working knowledge of PeopleSoft would be considered an asset.
7. Experience in a related environment would be an asset.
8. Must relate readily to the public and outside agencies, have a pleasant manner, initiative and the ability to carry out instructions without detailed direction.
9. Must possess maturity, initiative, good judgement and the ability to mentor junior staff.
10. 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.
11. Demonstrated ability to coordinate, assign and review work of junior staff and resolve work-related problems.
12. Must be able to work independently on complex projects and coordinate activities with other parts of the organization to promote smooth and efficient communications and information flow.