

GMCITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT (PED) DEPARTMENT **(GENERAL MANAGER'S OFFICE - LOCATION – 71 MAIN ST. W. – 7TH FLR.)**

ADMINISTRATIVE SECRETARY – GENERAL MANAGER'S OFFICE (PED)

SUMMARY OF DUTIES

Under the supervision of the Administrative Co-ordinator, General Manager's Office, this position provides business secretarial and administrative support, in a team environment, to the Administrative Co-ordinator, Senior Advisor – Open For Business and Senior Advisor – Waterfront, on a broad range of issues, which includes confidential matters.

Assumes responsibility for routine secretarial and administrative details for various tasks for the senior administrative support and technical project team and follows up on outstanding issues, as directed.

Works with general supervision on multiple activities and ensures deadlines are adhered to and established procedures followed.

GENERAL DUTIES

Prepares, composes, word processes and proof reads correspondence, reports and forms on a variety of matters, both routine and confidential, as required, and directed by the Administrative Co-ordinator and requested by the senior project team members.

Ensures reports and correspondence are in accordance with Corporate standards for formatting and overall appearance, including reports for Standing Committees/Council.

Schedules appointments and arranges meetings, including the preparation and distribution of agendas and other materials, as required, which involves booking facilities, arranging set up of audio-visual equipment, providing for catering arrangements and informing participants of same.

Assists with monitoring, preparing and processing procurement card statements, 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.

Receives and responds to inquiries and liaises with internal staff, other Departments and the general public which may include outside organizations, government agencies or elected official offices and follows-up, as required.

Maintains records for the General Manager's Office tracking attendance and vacation for the staff team which includes notifying Finance and Administration of daily staff absences.

Co-ordinates and arranges travel, conference and course arrangements, and follows-up as appropriate for the General Manager's Office.

Assists in maintaining general and confidential office filing systems such as correspondence, reports, agendas, etc. for the General Manager's Office and related project initiatives.

Participates in the co-ordination of administrative services such as maintaining central office supplies and, as needed, arranging office space, telephone services and other office equipment for project management staff.

Provides periodic coverage and overflow administrative support for the Administrative Co-ordinator, General Manager's Office and Administrative Assistant – Executive Leadership (during absences or on an as-needed basis).

Job Description # A10648

Opens, sorts, logs and distributes incoming mail; processes outgoing mail.

Takes dictation and performs transcription for minutes of meetings and prepares such, as needed.

Operates office equipment (ie: multi-functioning devices).

Performs other duties as assigned which are directly related to the responsibilities of the position and the work of the General Manager's Office.

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.