

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
GROWTH MANAGEMENT DIVISION (ENGINEERING AND GRADING / CONSTRUCTION SERVICES -
LOCATION – 71 MAIN STREET WEST, CITY HALL)

ADMINISTRATIVE SECRETARY – GROWTH MANAGEMENT - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Engineering Approvals and the Manager of Grading and Construction Services, 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 and food/beverages as required, and informing participants of same.

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

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

Maintains an office filing system, manager's working files, including confidential files.

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

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

Assists with preparing 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.

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

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

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

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

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

Monitors invoices, investigates discrepancies with Finance and Administration staff.

Reviews and responds to Manager's e-mail, where applicable.

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

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.
