

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT DIVISION - ADMINISTRATION - LOCATION – 71 MAIN ST. W. 7TH FLOOR)

ADMINISTRATIVE ASSISTANT II

SUMMARY OF DUTIES

Reporting to the Director of Economic Development Division, provides confidential administrative support on a range of administrative issues affecting the operations of the Division. Co-ordinates 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.

Assumes the duties and responsibilities of the Planning & Economic Development Department General Manager's Administrative Coordinator in his/her absence.

Provides confidential executive support on a range of administrative issues affecting the operations of the Division, Department and Corporation. Works independently on multiple activities within the Division and follows-up on outstanding issues as appropriate.

Participates in the acquisition of administrative services such as office supplies, office equipment and telephone services, including; coordinating administration of Hamilton Technology Centre and assisting in preparation of various financial instruments arising from processing various elements of city incentive programs.

Provides leadership and 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.

Acts as replacement for the GM's Administrative Coordinator during vacations / absences.

Assumes responsibility for all routine administrative details within the Office of the Director. Works independently on multiple activities and ensures deadlines are adhered to and established procedures followed.

Provides direction and guidance to the Receptionist, Planning & Economic Development.

Responsible to coordinate initiatives and project manage programs and proposals delegated by the Director.

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

Prepares, composes and proof reads 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, expenses claims and reviews 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 and distribution of supplies and payment of accounts.

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

Co-ordinates and arranges all travel, conference and course arrangements, and follows-up as appropriate.

Develops and maintains confidential and information filing systems.

Acts as contact person for the Director's Office ensuring information is disseminated to staff as needed, and ensures timely responses to urgent requests for information from Members of Council.

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. Graduate from an Office Administration Program or approved equivalent education and experience.
2. Must be proficient in a computerized environment particularly in the use of Microsoft Office Suite products to include Outlook, Word, PowerPoint and Excel. Experience and knowledge of Peoplesoft Financial and HR Systems would be an asset.
3. Must have extensive experience at a senior secretarial level.
4. Ability to prepare detailed agendas and take accurate minutes for Division and Departmental Management Team minutes.
5. Previous business experience in handling highly confidential or sensitive information.
6. Strong knowledge of general office procedures involving procurement, travel arrangements, budget management and reports.
7. Demonstrated experience in preparation of reports for Committee and Council.
8. Must be familiar with Corporate policies and procedures
9. Must be proficient in Business English, modern office practices and procedures.
10. Previous experience in a related municipal government environment would be an asset.
11. Must relate readily to the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction.
12. Must possess initiative, good judgment and the ability to mentor junior staff.

13. Working 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.
14. Demonstrated ability to co-ordinate, assign and review work of junior staff and resolve work-related problems.
15. Must be able to work independently on complex projects and co-ordinate activities with other parts of the organization to promote smooth and efficient communications and information flow.