

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – SUSTAINABLE COMMUNITIES/HERITAGE AND URBAN DESIGN SECTIONS -
LOCATION – 71 MAIN STREET WEST, 4TH FLOOR)

ADMINISTRATIVE SECRETARY – SUSTAINABLE COMMUNITIES/HERITAGE AND URBAN DESIGN- CUPE
5167

SUMMARY OF DUTIES

Reporting to the Manager of Sustainable Communities, provides secretarial and administrative duties for the Manager of Sustainable Communities and Manager of Heritage and Urban Design including confidential matters.

GENERAL DUTIES

Prepares, composes and proof reads correspondence and reports on a variety of confidential and routine matters. Drafts replies of non-routine matters for the consideration of the Managers.

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

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.

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 Planning Division and files same.

Monitors and maintains tracking systems and produces reports.

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

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

Monitors invoices, investigates discrepancies with Finance and Administration staff.

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

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

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

Inputs and retrieves data and generates reports from a computer based information system.

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

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 secretary, normally acquired through a combination of education and relevant work experience.
2. Keyboarding at 50 words per minute with accuracy.
3. Must possess excellent grammar and spelling skills.
4. Must possess excellent interpersonal 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. Must possess excellent computer skills with above average working knowledge of Microsoft Office XP Software (Word, Excel and PowerPoint).