

## CITY OF HAMILTON

### **PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT** **(TOURISM AND CULTURE DIVISION -- LOCATION – 28 JAMES ST NORTH, 2<sup>ND</sup> FLOOR)**

#### **ADMINISTRATIVE SECRETARY –TOURISM AND CULTURE DIVISION - CUPE 5167**

#### **SUMMARY OF DUTIES**

Reporting to the Manager Public Art and Projects, provides secretarial and administrative support, in a team environment to the Managers of the following Sections: Placemaking, Public Art & Projects; Cultural Industries& Cultural Development; Tourism and Events; and Heritage Resource Management, on a broad range of issues, which includes confidential matters.

Assumes responsibility for routine secretarial and administrative details for various tasks 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 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.

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 Division, 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.

Assists in maintaining general and confidential office electronic filing systems such as correspondence, reports, agendas, etc. for the Managers 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 staff.

Provides periodic coverage and overflow administrative support for the Administrative Assistant (during absences or on an as-needed basis).

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

Prepares minutes of meetings and prepares such, as needed.

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

Acts as a contact for managers and ensures information is disseminated to appropriate 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 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. Strong customer service skills and demonstrated ability to interact professionally with elected officials, professional staff, customers and clients and the general public.
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 (Microsoft Outlook Word, Excel, Access and PowerPoint).
7. Excellent communication, time management and organizational skills.
8. Must be available to work evenings and weekends.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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