

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM AND CULTURE DIVISION – TOURISM AND CREATIVE INDUSTRIES/CULTURAL PLANNING AND
MARKETING SECTIONS - LOCATION – 28 JAMES ST NORTH, 2ND FLOOR)

ADMINISTRATIVE SECRETARY – TOURISM AND CREATIVE INDUSTRIES/CULTURAL PLANNING AND
MARKETING - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Tourism and Creative Industries and Manager, Cultural Planning and Marketing, provides secretarial and administrative duties for the Managers, including confidential matters. Includes preparation of correspondence and minutes, liaison with the public and City staff, scheduling meetings, maintainin section files and databases, and other administrative duties.

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 Creative Industries/Cultural Planning and Marketing Divisions 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 invoice, 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 and Reception.

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

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

Reviews and responds to Managers' 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. 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.

NOTE:

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs

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