

# CITY OF HAMILTON

## PUBLIC WORKS DEPARTMENT (HAMILTON WATER DIVISION – LOCATION 330 WENTWORTH ST. N.)

### ADMINISTRATIVE SECRETARY - WATER DISTRIBUTION & WASTEWATER COLLECTION – CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Section Manager, perform administrative, secretarial and clerical duties associated with the operations of the section.

#### GENERAL DUTIES

Composes, word processes and proofreads reports to Council, agendas, minutes, advertisements, public notices, media release forms and reports of a general, confidential and technical nature.

Composes, word processes and proofreads correspondence on routine matters and drafts correspondence on confidential, technical, and non-routine matters.

Reviews and proofreads/edits correspondence and reports prepared by staff (for content, grammar, spelling, formatting compliance with corporate standards and overall appearance).

Takes and transcribes minutes of meetings.

Distributes key information to the Water Distribution & Wastewater Collection staff to ensure all pertinent issues are communicated throughout the section.

Searches internet for information and products that pertains to the Water Distribution & Wastewater Collection section.

Opens, reviews and sorts all incoming mail for the manager and processes outgoing correspondence.

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

Manages the section Manager's calendar and all meeting requests.

Ensures that the section Manager has the necessary files, documentation and reports for all meetings.

Assists in preparing presentation documents for the Water Distribution & Wastewater Collection Management Team.

Tracks sectional deadlines and ensures that they are met by working with the management team and other administrative staff.

Prepares and processes cheque requisitions, purchase orders, and other financial and purchasing documents as well as providing support for others in the section for these processes.

Reviews invoices and statements for accuracy before forwarding for payment.

Records and reports staff absences, overtime and vacation. Maintains a vacation schedule and section personnel records. Co-ordinates the attendance management system.

Co-ordinates, schedules and arranges for meetings as requested or needed, which includes composing and distributing agendas and other materials, books meeting room and arranges for audio-visual equipment and ordering lunches as required.

Inputs and retrieves data using various databases such as Learning Management Database (LMD), Beyond Compliance Operating System (BCOS), Kronos (attendance management) and PeopleSoft. Generate reports from these same systems.

Photocopies documents, plans and information packages for distribution.

Posts notices on bulletin board when required.

Liaises with and responds to inquiries from other Departments, Divisions, outside agencies/organizations and the public as required.

Creates and maintains information libraries as required and ensure most recent information is always available.

Co-ordinates arrangements for staff training and attendance at workshops and conferences as requested.

Creates and maintains administrative filing system, including confidential files, reference materials, reports and correspondence.

Maintains staff records such as confidential correspondence and disciplinary action.

Prepares press release information, fact sheets and communiqués.

Take and transcribe minutes of various meetings.

Requisitions and maintains an inventory of office supplies.

Tracks invoices and monitors outstanding balances.

Tracks Risk Claims and Freedom of Information requests.

Processes procurement card reconciliations, travel expense estimates and reconciliations, tracking of expenses.

Completes basic photocopier/fax responsibilities.

Receives telephone enquiries, attempts to respond to questions, and refers when necessary to appropriate staff.

Supports the general office functioning of the Water Distribution & Wastewater Collection section.

Attends and represents the section at various committees as required.

Works with vendors in scheduling training, lunch & learns, etc.

Address and resolve issues pertaining to the office facility and furnishings

Performs other duties as assigned which are directly related to the major responsibilities of the job.

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.

## **QUALIFICATIONS**

1. Demonstrated administrative experience related to duties listed above normally acquired through a combination of education and relevant work experience
2. Must be proficient in Business English and demonstrate excellent grammar and spelling skills.
3. Must possess excellent computer skills with above average knowledge of Microsoft Office (Microsoft Outlook, Word, Excel and PowerPoint). Experience of Microsoft Visio is considered an asset.
4. Experience working with various database systems such as Hansen, Kronos, PeopleSoft, and BCOS is considered an asset.
5. Must possess excellent interpersonal skills and the ability to relate to elected officials, peers, superiors and the general public with tact and professionalism.

6. Must be able to demonstrate above average time management and organizational skills.
7. Ability to work independently and in a team environment as well as demonstrate excellent initiative, tact, judgement, responsibility and leadership in a fast-paced environment.

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

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