

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(WATER/WASTEWATER DIVISION – COMPLIANCE & REGULATIONS – LOCATION – 700 WOODWARD AVE.)

ADMINISTRATIVE SECRETARY - CUPE 5167

SUMMARY OF DUTIES

Reporting directly to the Manager, Compliance and Regulations. Perform secretarial and clerical duties associated with the operation of the Compliance and Regulations Section.

GENERAL DUTIES

Compose correspondence on routine matters and draft correspondence on confidential, technical and non-routine matters.

Compose, word process and proofread correspondence, agendas, minutes, fact sheets, forms and reports of a general, confidential and technical nature.

Attend meetings, take, transcribe and distribute minutes. Support environmental laboratory, regulatory services and compliance support groups with minutes and other administrative documentation.

Liaise with other departments, outside government agencies, outside agencies and the public.

Follow up on assignments to section staff or requests from the public to ensure timelines are met.

Review and proofread correspondence and reports prepared by staff to ensure correspondence is in compliance with the Corporate standard for format and overall appearance.

Review Council agendas for information pertinent to the Section, notify staff accordingly and file same.

Co-ordinate, schedule, and arrange meetings which includes composing and distributing agendas and other materials, book meeting room and arrange for audio-visual equipment and food/beverages as required.

Co-ordinate arrangements for staff training and attendance at workshops and conferences, which may include booking transportation and/or accommodations, registrations and completing expense forms for travellers.

Schedule all in-house training and maintain a calendar and a training summary spreadsheet of all training, workshops and conferences for staff in the Compliance Regulations Section.

Upload training records into BCOS database as requested by Manager.

Open, review and sort all incoming mail for the Manager of Compliance & Regulations and process outgoing correspondence.

Receive and answer telephone inquiries from employees, elected officials, contractors, consultants and the general public. Attempt to respond to queries, referring where necessary and following up as needed.

Track packing slips and match invoices for the Section. Review invoices and statements for accuracy before forwarding for payment.

Send faxes and distribute incoming faxes.

Photocopy documents, plans and information packages for distribution.

Create and maintain administrative filing system, including confidential files, reference materials, reports and correspondence.

Update and maintain various manuals.

Create work order requests to Facilities for the Compliance and Regulations section.

On occasion, provide training or direction to new hires and/or students in the Compliance and Regulations section.

Order and maintain an inventory of supplies for the Compliance and Regulations section.

Ensure the First Aid kits are being replenished quarterly.

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

QUALIFICATIONS

1. Demonstrated experience in administrative secretary field, 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 excellent computer skills with above average knowledge of Microsoft Office XP (including Word, Excel and PowerPoint).
6. Must possess excellent organization skills, initiative, multi-tasking and ability to work independently.