

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (DESIGN & CONSTRUCTION DIVISION)

ADMINISTRATIVE SECRETARY CONSTRUCTION - CUPE 5167

SUMMARY OF DUTIES

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

GENERAL DUTIES

Types and word processes correspondence, agendas, minutes and reports of a general, confidential and technical nature.

Maintains an office filing system, including confidential files, reference materials, reports, and general correspondence etc.

Receives and answers inquiries from staff, other departments, public and outside agencies. Develops notices, information packages, spreadsheets and charts for public and outside agencies.

Prepares press release information, fact sheets and communiqués.

Co-ordinates, schedules and arranges for meetings; arranges for staff, union and labour/management meetings; maintains calendar.

Composes routine correspondence.

Processes temporary system connection agreements and tracks status.

Sorts and distributes incoming mail; processes outgoing mail.

Maintains staff records such as confidential correspondence and disciplinary action.

Maintains employee training summaries and tracking of safety meeting initiatives.

Takes and transcribes minutes of meetings.

Requisitions and maintains an inventory of office supplies.

Tracks invoices and monitors outstanding balances.

Posts notices on bulletin board.

Answers telephone switchboard; takes and relays messages.

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

QUALIFICATIONS

1. High School Diploma (Grade 12)
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 maturity, initiative, good judgement and the ability to provide guidance and take leadership role when necessary.
6. Must possess excellent computer skills with above average knowledge of Microsoft Office 97 software (Word, Excel and PowerPoint), Microsoft Windows 95.