

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL DIVISION – ENVIRONMENTAL SERVICES – LOCATION – 100 King St W 14<sup>th</sup> Floor.

### ADMINISTRATIVE SECRETARY –ENVIRONMENTAL SERVICES – CUPE 5167

#### SUMMARY OF DUTIES

Report to the Manager, Business Programs, co-ordinate the administrative functions of the Sections within Environmental Services. Provide secretarial support to the Managers within the Division.

#### GENERAL DUTIES

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

Prepares and composes correspondence on routine matters and drafts correspondence on confidential, technical and non-routine matters.

Reviews and edits correspondence and reports prepared by staff (for content, grammar and spelling, compliance with Corporate standards and overall appearance.

Prepares and processes cheques requisitions and purchase orders using PeopleSoft. Checks and verifies monthly expenditures with the monthly transaction listing from the Finance Department.

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

Co-ordinates, schedules and arranges for meetings.

Takes, transcribes and distributes minutes of grievance meetings, Health & Safety Committee meetings and Labour Management Committee meetings.

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

Receives and answers inquiries from staff, other Departments, the public and elected officials.

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

Composes correspondence.

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

Maintains an office filing system for correspondence, reports and documents.

Sorts and distributes incoming mail; processes outgoing mail.

Orders and maintains office supplies.

Performs 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. Some degree of specialization in word processing skills and the ability to take dictation using shorthand skills.

**Job Description #: 2729**

3. Must have previous experience in taking and transcribing minutes of meetings.
4. Must possess excellent grammar and spelling skills.
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 possess excellent computer skills with a minimum intermediate level of proficiency with Word and Excel including above knowledge and expertise with Outlook and PowerPoint software.

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