

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENVIRONMENT & SUSTAINABLE INFRASTRUCTURE DIVISION – ASSET MANAGEMENT – LOCATION – 77
JAMES ST. N., SUITE 320)

ADMINISTRATIVE SECRETARY – CUPE 5167

SUMMARY OF DUTIES

Reporting to the section Manager, performs 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 track 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.

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. Previous secretarial/administrative experience or combination of secretarial/administrative courses and relevant work experience.
2. Must be proficient in Business English and possess good organizational skills.
3. Keyboarding at 50 words per minute with accuracy.
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, initiative, good judgement and the ability to provide guidance and take leadership role when necessary.
7. Must possess excellent computer skills with above average knowledge of Microsoft Office XP Software (Word, Excel and PowerPoint).