

CITY OF HAMILTON

ADMINISTRATIVE ASSISTANT III (TRANSIT)– ATU 107 **(TRANSIT DIVISION - LOCATION – MOUNTAIN TRANSIT CENTRE, 2200 UPPER JAMES ST.)**

SUMMARY OF DUTIES

Reporting to the department Manager(s) performs secretarial and clerical duties within the sections. Provides back up support for the Administrative Assistant for the Director of Transit.

GENERAL DUTIES

Types, word processes, proofreads and develops correspondence, spreadsheets and charts to ensure accuracy of content, punctuation, grammar, etc. in accordance with established standards. Prepares agendas, records minutes and prepares a wide variety of reports, letters, memoranda and statistical charts of a general, confidential and technical nature.

Receives, answers and provides direction and guidance to departmental staff, other departments, public and outside agencies regarding HSR policies, procedures and practices.

Co-ordinates, schedules and arranges meetings for staff using MS Outlook ensuring all relevant background material and equipment is available; maintains calendars for staff and responds to various emails when applicable.

Maintains an office filing system both electronic and hardcopy, including spreadsheets, databases and records management, as required, ensuring that information is kept confidential and secure, information is not destroyed before timelines set out in By-Laws and the most recent information is always available.

Coordinates general office tasks including, requisitioning and maintaining an inventory of office supplies; assisting with office equipment malfunctions, sorting and distributing incoming mail and processing outgoing mail.

Assembles new driver training materials and creates platform training documentation

Records, updates and maintains records and statistics related to operator and staff training requirements, accident/incident reports, assaults and customer complaints; records and reports staff absences; coordinates the Attendance Support Program;.

Co-ordinates applicants for recruitment including, but not limited to; scheduling all appointments, assessments and interviews; preparing staffing schedule; booking facilities; proctoring applicants during assessment; preparing necessary documentation; responding to telephone and email enquiries about recruitment; scheduling interviews and providing for catering arrangements, ensuring invoicing is correct and invoices are submitted for processing.

Responsible and accountable for maintaining sectional asset listing, ordering of sectional computer equipment.

Responsible for HR workflow and related administrative tasks such as, network set up, phone and computer order, scheduling New Employee Orientation, initiating terminations.

Co-ordinates small moves, arranging for the delivery of furniture, supplies and services.

Recognized Authority Administrative Clerk for the training department by the MTO, requiring the meeting of strict deadlines and the accurate and timely maintenance of training files in accordance with regulations.

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.

Providing back up support for the Administrative Assistant, Director of Transit as required.

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

Qualifications

1. Demonstrated business and administrative experience encompassing data entry duties normally acquired through a combination of education and relevant work experience.
2. Must possess excellent grammar and spelling skills with keyboarding at 50 wpm with accuracy.
3. Must be able to obtain a satisfactory Criminal Record Search for the position of Recognized Authority Administrative Assistant.
4. Strong organization and time management skills, to meet deadlines
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 strong ethics, 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 2010 software (Word, Excel and PowerPoint), Microsoft Windows 7, knowledge of PeopleSoft Financials and HR and Trapeze would be an asset.
8. Requires a sound knowledge of standard office practices and procedures; must be proficient in the use of a personal computer and latest software applications and computer systems relevant to the work; including but not limited to: latest Microsoft Office software (with above average knowledge of Word, Excel and Powerpoint), Trapeze and Peoplesoft.

NOTE

As a condition of employment, the successful applicant will be required to obtain, satisfactory to the City of Hamilton, a Criminal Record & Judicial Matters Check (CRJM), at their own expense, prior to beginning work in this position.

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