

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT (WASTE MANAGEMENT DIVISION – LOCATION – 100 KING ST. W., 14<sup>th</sup> FLOOR

### ADMINISTRATIVE SECRETARY – WASTE MANAGEMENT DIVISION - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the various section Managers performs administrative, clerical and customer service duties associated and in support of the Waste Management Division. Support may include the following sections: Waste Collections, Recycling and Waste Disposal, Waste Policy and Planning as well as the Director's office.

#### GENERAL DUTIES

Composes documents using MS Word and MS Excel and proofreads correspondence, spreadsheets, agendas, minutes and reports of a general, confidential and technical nature ensuring corporate formatting standards are followed by divisional staff; prepares MS PowerPoint presentations.

Receives, tracks in a software system where applicable and answers inquiries from councillors, staff, other departments, public and outside agencies and tracks inquiries to resolution and / or provides interim status updates as required and reports on final disposition of inquiry; performs reception duties; takes and relays messages as required.

Coordinates, schedules and arranges for meetings using MS Outlook for staff, public consultation, union and labour/management meetings; maintains calendar. Books facilities, organizes the delivery of presentation equipment, prepares necessary documentation and provides for refreshments when required.

Maintains an office filing system, including confidential files, reference materials, reports, and general correspondence. Maintains confidential staff records such as correspondence, training summaries and disciplinary action.

Coordinates arrangements for staff training and attendance at courses, workshops and conferences as required; records and reports staff absences, overtime and vacation; maintains a vacation schedule.

Develops notices, information packages, spreadsheets and charts for staff, other departments, elected officials, the public and outside agencies.

Coordinates general office functioning tasks including, requisitioning and maintaining an inventory of office supplies; assisting with office equipment malfunctions, sorting and distributing incoming mail, processing outgoing mail, courier deliveries and receipts, posting information on bulletin boards and maintaining petty cash.

Tracks invoices and monitors outstanding balances; prepares and processes cheque requisitions and purchase orders; checks and verifies monthly expenditures.

Works with other divisional administrative secretaries to ensure telephone and area coverage is maintained during absences such as vacation, lunch hours, meeting attendance, breaks, etc; Assists and supports Administrative Assistants on multiple activities in ensuring divisional deadlines are adhered to and established procedures are followed.

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.

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

**QUALIFICATIONS**

1. Demonstrated experience in the Administrative field, normally acquired through a combination of education and relevant work experience.
2. Must possess excellent computer skills with above average knowledge of Windows Office XP software (Word, Outlook, Teams and Excel) and working knowledge of PowerPoint and Access. Knowledge of Hansen, Web Centre and PeopleSoft considered an asset; Keyboarding at 50 words per minute with accuracy.
3. Must possess excellent grammar and business writing skills.
4. Must be able to communicate effectively, both verbally and in written form with all levels of staff and the general public. Previous experience dealing with and relating to elected officials, peers, superiors and the general public with tact and professionalism.
5. Must possess excellent interpersonal skills including customer service, teamwork, comfortability in a fast paced environment and a desire to learn.
6. Must possess initiative, be accountable for your work and be able to work independently.
7. Must possess time management and problem solving skills and have the ability to meet multiple deadlines.
8. Must be able to work fluctuating hours between 7:00 a.m. and 4:30 p.m. to support operating sections as required eg: to support staff meetings, health and safety meetings, training, etc.

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