

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

CORPORATE ASSETS & STRATEGIC PLANNING DIVISION – STRATEGIC PLANNING - LOCATION – 77 JAMES STREET NORTH, SUITE 400)

ADMINISTRATIVE ASSISTANT II – STRATEGIC PLANNING

SUMMARY OF DUTIES

Reporting to the Director of Strategic Planning, provides confidential administrative support to the Director's Office and the Strategic Planning Management Team on a range of administrative issues including; document preparation & formatting, document/records management, meeting scheduling, co-ordination, tracking and follow up activities as appropriate. Works with a minimum of supervision on multiple activities ensuring compliance with established deadlines and procedures.

GENERAL DUTIES

Tracks circulations and required responses, ensuring response deadlines are met.

Organizes background materials and files for Director's meetings or assignment deadlines.

Provides confidential administrative support to the Group Director.

Assumes responsibility for all routine administrative details within the Office of the Director.

Assists in business and administrative matters such as responding to enquiries and processing confidential matters.

Prepares, composes and proof reads correspondence and reports on a variety of matters, both confidential and routine. Drafts replies on non-routine matters for the consideration of the Director. Takes minutes as required.

Schedules appointments, arranges meetings, books facilities, organizes the delivery of presentation equipment, prepares necessary documentation, provides for catering arrangements and informs participants of arrangements.

Responds to inquiries and liaises with local officials, local boards, government agencies, outside organizations, internal staff and the general public and follow-up as needed.

Ensures timely processing of cheque requisitions, expense claims and review of same for accuracy of descriptions, account numbers, availability of funds and ensures appropriate terms of purchase and leases are exercised.

Monitors transaction listings, investigates discrepancies and processes journal vouchers.

Monitors requisitions and distribution of supplies and payment of accounts.

Maintains records for the Director's office on attendance and vacation.

Co-ordinates and arranges all travel, conference and course arrangements, and follows-up as appropriate.

Develops and maintains confidential and information filing systems.

Participates in the selection of office equipment; i.e. photocopy machine, fax machine.

Acts as contact person for Director's office ensuring information is disseminated to staff as needed.

Participates in interviewing, testing and hiring junior staff and students on placements.

Performs other duties as assigned with minimal supervision and direction.

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 experience at a senior secretarial level related to duties listed above normally acquired through a combination of education from an Office Administration Program and relevant work experience.
2. Must have a high level of accuracy and speed in preparation of written communication.
3. Previous demonstrated experience taking and transcribing minutes.
4. Experience in the formatting of reports.
5. Must be proficient in Business English, modern office practices and procedures.
6. Experience in a computerized environment. Working knowledge of Word, Excel, Microsoft Outlook, and PowerPoint. Experience with Peoplesoft would be an asset.
7. Experience in a Strategic Planning environment would be an asset.
8. Effective interpersonal skills and demonstrate a positive attitude.
9. Must possess initiative, good judgement and the ability to mentor junior staff.
10. Knowledge of general accounting principles, including ability to monitor accounts, maintain routine financial records, calculate, prepare and process invoices and accounts payable would be an asset.
11. Demonstrated ability to co-ordinate, assign and review work of staff and resolve work-related problems.
12. Must be able to work independently on complex projects and co-ordinate activities with other parts of the organization to promote smooth and efficient communications and information flow.
13. Strong organizational skills in maintaining files, tracking assignments for Director, self & management team, to meet deadlines.