

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (HAMILTON WATER DIVISION – 77 James St. N.)

ADMINISTRATIVE ASSISTANT II – WATER AND WASTEWATER PLANNING & CAPITAL

SUMMARY OF DUTIES

Reporting to the Director Water and Wastewater Planning & Capital, provide confidential administrative support on a range of administrative issues affecting the operations of the Division. Co-ordinate administrative activities within the Division and follow-up on outstanding issues as appropriate. Work with a minimum of supervision on multiple activities and ensure deadlines are adhered to and established procedures followed.

Participate in the acquisition of administrative services such as office space, supplies and office equipment and telephone services.

Interact with divisional stakeholders, provide guidance to support staff within the Division and participate in the recruitment process for junior staff as and when required.

GENERAL DUTIES

Provide confidential administrative support to the Director.

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

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

Prepare, compose and proof read, correspondence and reports on a variety of matters, both confidential and routine. Draft replies on non-routine matters for the consideration of the Director. Take dictation and perform transcription as required.

Create, format and proof read council reports, agendas, minutes, public notices, media release forms and reports of a general, confidential, and technical nature.

Liaise with other internal departments, external partners, stakeholders, and the public. Work harmoniously with staff teams to provide support for projects.

Monitor and ensure proper process and timing is followed for all council reports generated by the Planning and Capital program area in Hamilton Water.

Schedule appointments, arrange meetings, book facilities, organize the delivery of presentation equipment, prepare necessary documentation, provide for catering arrangements and inform participants of arrangements. Support staff teams to adhere to corporate policy and procedures and provide consistency in corporate reporting/paperwork.

Coordinate all correspondence, respond to inquiries and liaise with local officials, local boards, government agencies, outside organizations, internal staff and the general public and follow-up as needed.

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

Monitor transaction listings, investigate discrepancies and process journal vouchers.

Manage all group supplies and equipment, including requisitions and distribution of supplies and payment of accounts.

Maintain records for the Director's office on attendance and vacation for Water and Wastewater Planning and Capital staff.

Co-ordinate and arrange all travel, conference and course arrangements, and follow-up as appropriate.

Develop and maintain confidential and information filing systems including reference materials, reports and correspondence.

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

Assist in the preparation of presentations and organization of supporting material.

Act as contact person for Director's office and distribute key information to the Water and Wastewater Planning and Capital group staff to ensure all pertinent issues are communicated effectively.

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

Work 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.

Perform other duties as assigned with minimal supervision and direction.

QUALIFICATIONS

Previous experience related to duties listed above normally acquired through the completion of an Office Administration Program diploma or an equivalent combination of education and experience.

Progressive experience in a related work environment at a senior secretarial level, with excellent spelling, grammar, and note taking capabilities.

Must have a high level of accuracy and speed in preparation of written communication.

Experience in preparation of reports and handling confidential or sensitive information.

Must be proficient in Business English, modern office practices and procedures.

Experience in a computerized environment. Proficiency in the use of Word, Excel, Microsoft Outlook, PowerPoint, and PeopleSoft tools. Understanding of MS Access and Sharepoint preferred.

Demonstrated ability to format and write reports, maintain up to date and relevant records and information systems.

Must have the ability to carry out instruction without detailed direction, have a pleasant manner, and possess excellent interpersonal skills to interact with the public, elected officials, stakeholders, and partners.

Possession of a professional, responsible, work attitude with personal initiative, good judgment and the ability to mentor junior staff.

Knowledge of general office procedures, procurement process, travel arrangements, accounting principles, including ability to monitor accounts, maintain routine financial records, calculate, prepare and process invoices and accounts payable would be an asset.

Demonstrated ability to co-ordinate, assign and review work of junior staff and resolve work-related problems.

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.

Demonstrated ability to balance and effectively self manage workload in a dynamic work environment within prescribed timelines and adjust based on priorities.