

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
ENERGY, FLEET AND FACILITIES DIVISION
FACILITIES PLANNING & BUSINESS SOLUTIONS (FPBS), LOCATION 71 MAIN STREET WEST

FACILITIES PLANNING ASSISTANT

SUMMARY OF DUTIES

Reporting to the Manager, Facilities Planning & Business Solutions the Facilities Planning Assistant will provide confidential administrative support associated with the operational functions of the section including the co-ordination of administrative activities related to Facility Management Services and Corporate Security, with the ability to respond to inquiries, and tracking progress of outstanding issues. The Facilities Planning Assistant will handle multiple assignments simultaneously with a minimum of supervision and carry primary responsibility for ensuring office adherence to policies and procedures related to all services delivered by the section including handling confidential data related matters related to corporate security.

This position requires the ability to travel routinely between various locations.

GENERAL DUTIES

Provides direct administrative/clerical support to the Facilities Planning & Business Solutions (including Corporate Security) in a prompt, effective, and confidential manner.

Prepares and processes administrative related forms required for procurement, finance and Human Resources.

Handles sensitive security information related information that can be used in legal proceedings including labour relations related matters between the City as employer and its various bargaining units.

Ensure that corporate & security information, as well as, personal and corporate data is safeguarded from loss, damage or misuse

Takes and distributes meeting minutes and track and follow up on outstanding action items.

Tracks, monitors and follows up on workplans, action items, projects and other performance tools as required.

Researches various matters related to the services of the section and organizes reports. Assumes various special assignments as may be required on ad-hoc basis to support the Manager of Facilities Planning & Business Solutions.

Prepares various reports, correspondence, documents and presentations as required.

Performs records management duties including electronic filing, data input/entry and distribution of documents. Maintains any hard file systems as required. Assists in ensuring accurate record retention of all confidential information as related to the City of Hamilton Corporate Security Office.

Interact with other staff and members of the public for the purpose of collecting data, documenting and representing the section.

Receives and answer inquiries from the public, staff, elected officials, other sections and departments.

Schedules appointments, arrange meetings, book facilities, organize the delivery of presentation equipment, and prepare necessary documentation for the Manager and other section staff.

Proof read documents, prepare Microsoft Powerpoint presentations. Maintain organizational charts and other documents required for the section.

Sorts, distributes, delivers as required incoming mail; processes outgoing mail.

Takes, transcribes, distributes and minutes of meetings as required. Tracks and follows up on action items.

Requisitions and maintains an inventory of office supplies.

Performs office administration duties including photocopying, scanning, ordering supplies, filing, etc.

Works in accordance with the provisions of applicable Health & Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupation Health and Safety.

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

QUALIFICATIONS

1. Previous experience related to Facility Management Operations and/or Facility Capital Planning and/or Corporate Security as normally acquired through the completion of a related post-secondary educational program or an equivalent combination of education and experience.
2. Working knowledge of ARCHIBUS or and equivalent computer maintenance management system and/or real estate management system is required. Working knowledge of Peoplesoft is preferred.
3. Must possess excellent computer skills with advanced knowledge of Microsoft Office software (Word, Excel, Outlook, Visio and PowerPoint) and Microsoft Windows. Some knowledge of PeopleSoft is preferred.
4. Must be proficient in Business English, modern office practices and procedures. Knowledge of Facility Management and Security Management related terms and acronyms is preferred.
5. Must relate readily to staff, the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction.
6. Tact, diplomacy, confidentiality and excellent customer relationship skills are required.
7. Demonstrated ability to work independently and effectively on multiple assignments simultaneously.
8. Possess initiative and good judgment, and the ability to maintain confidentiality.
9. Possess excellent verbal and written communication skills and the ability to work in a team environment.
10. Ability to respond to inquiries from the public, staff, elected officials, other departments, lawyers, business owners and insurance company representatives in a courteous and helpful manner utilizing strong verbal and communications skills.

NOTE 1:

Flexibility to work extended hours when necessary.

NOTE 2: As a condition of employment, the successful applicant will be required to obtain a Criminal Record & Judicial Matters Check, at their own expense prior to beginning work in this position, with ongoing validation as required.

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