

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (CORPORATE FACILITIES & ENERGY MANAGEMENT DIVISION – LOCATION: LISTER BLOCK)

### ADMINISTRATIVE SUPPORT CLERK – QUALITY MANAGEMENT OFFICE – CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager of the Quality Management Office, the Administrative Support Clerk performs the necessary administrative duties related to the daily activities of the Operation & Maintenance Section of the Corporate Facilities & Energy Management Division.

#### GENERAL DUTIES

Assist and support the Senior Analyst, Contracts with various administrative aspects of overall contract administration.

Prepare, coordinate and file purchase order requisitions and associated documents, including coordination of supporting documentation for service contracts and roster assignments. Maintains processes to ensure program documentation, reports and plans are relevant, accurate and complete.

Export data from PeopleSoft for analysis and input into various tracking documents.

Provide administrative support with organization and tracking of specifications for inclusion into Requests for Quotations, Requests for Proposals and Requests for Tenders, including preparation of site listing information.

Create, update and/or maintain inventory site lists for Divisional and Corporate contracts utilized by Division, utilizing spreadsheets with comprehensive pivot tables and vertical lookup or other assigned inventory management software as required, identifying contracts in place at locations, contract information including budget, term and applicable specifications.

Perform analysis on average annual spend vs. contractual obligations and ensures accuracy of associated purchase order data.

Work in accordance with the Procurement Policy and procedures, and industry best practices.

Provide ongoing support and direction regarding various service contracts to Operations & Maintenance staff.

Query information from ARCHIBUS or other assigned computerized maintenance management software as required to obtain information including, but not limited to; location specific details, equipment inventory details, contractual services details, etc.

Maintain tracking documentation relating to purchase orders commitments, available spend and requirement to add funds.

Provide training to Divisional staff on tracking documentation, spreadsheet use and functionality as required.

Participates in continuous improvement opportunities relating to contract management and various Divisional practices and procedures. Assist with the development, implementation, and management of strategic and operational planning processes within the Division as part of the Quality Management Office.

Creates documents that include hyperlinks to related documents.

Utilize PowerPoint and GISnet or other relevant aerial information for the purposes of creating and maintaining comprehensive site-specific aerial maps for inclusion with contract specifications.

Preparation and photocopying of reports and facility information for staff.

Assists in the preparation of flyers, brochures and other promotional materials.

Operate office equipment including, copier, computer, printer, and phone.

Maintain a clean, safe and tidy work area.

Coordinate various Sectional meetings; transcribe and distribute minutes as required.

Update Divisional training matrix tracking documentation.

Work in accordance with 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 which are directly related to the major responsibilities of the job.

### **QUALIFICATIONS**

1. Previous office experience related to duties listed above normally acquired by a combination of education and related work experience.
2. Demonstrated proficiency within a computerized environment in the use of and advance knowledge of Microsoft Office Suite, including Word, Excel and PowerPoint.
3. Experience creating electronic templates and reports, formatting documents and maintaining existing documentation to incorporate visual data such as charts, graphs and aerial maps with legend for reference.
4. Must possess advanced Microsoft Excel skills. Advanced level competency for creating and maintaining multiple spreadsheets that link data from various sources. Experience and competency with advanced formula functions, including but not limited to, use of pivot tables, vertical lookup, etc.
5. Working knowledge of database software (experience with ARCHIBUS, Asset Planner and SharePoint is considered an asset).
6. Must have knowledge and experience in dealing with procurement in a public sector.
7. Above average interpersonal and communication skills required, including working in a team-oriented, collaborative environment.
8. Proficient in managing budget and inventory data with accuracy.
9. Must be self-motivated with a strong team-working skillset, able to work both independently and as part of a team and produce error free work with attention to detail.
10. Previous experience working with general public would be considered an asset.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE**

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