

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENGINEERING SERVICES DIVISIONS - GEOMATICS AND CORRIDOR MANAGEMENT – 77 JAMES STREET N. SUITE 320)

ADMINISTRATIVE SECRETARY- GEOMATICS & CORRIDOR MANAGEMENT- CUPE 5167

Summary of Duties

Reporting to the Manager of Geomatics and Corridor Management, performs administrative duties to support the operations of the section, Maintains communication with external utility and contract agencies that take permits on municipal rights of way.

Responsibilities

Types and word processes correspondence, agendas, minutes, and reports of a general confidential and technical nature.

Maintains a filing system such as correspondence, purchase orders, and development related applications.

Maintains graphic computerized index of utility applications, agreements, and correspondence

Schedules and arranges meetings.

Maintains Managers' calendar, inbox, and contact information.

Receives and answers inquiries from staff and the public via phone, fax, e-mail, and mail.

Formats and proofreads operational manuals, procedure guides, agreements, and incoming/outgoing correspondence from departmental staff.

Assists in the set-up, training, and orientation of new and current staff and students.

Maintains employee training summaries and tracking of safety meeting initiatives.

Tracks and records employee absences.

Assists in the direction of students.

Inputs and retrieves property data.

Compiles reports and statistics on Property, Utility, Road cut activity and sends staff notifications regarding their time tracking, property sales and acquisitions.

Searches title in the Registry Office and reports ownership findings to City staff.

Orders and maintains office supplies and calculates expenditures.

Corresponds and assists in the handling of purchase orders, travel forms, and invoices.

Maintains graphic displays of utility applications

Processes incoming and outgoing mail.

Updates staff via e-mail regarding staff changes, current events, and notices.

Scans documents, plans, field notes, and various correspondence.

Posts notices on bulletin board.

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

Qualifications

1. Previous demonstrated secretarial/administrative experience related to duties outlined above or a combination of Secretarial/Administrative courses and related work experience.
2. Demonstrated ability to compose and prepare various correspondence, reports and statistical documents and maintain computerized files and inventories.
3. Proven experience dealing with legal and Land Registry documents required. Ability to search title, maintain property records and plans.
4. Strong customer service skills and demonstrated ability to interact professionally with professional staff, the general public and external agencies (i.e.: Utilities for permitting requests and processing).
5. Must possess, initiative, good judgement and the ability to provide guidance and take leadership role when necessary.
6. Must possess excellent computer skills with above average knowledge of Microsoft Office (Outlook, Word, Excel and PowerPoint).
7. Possess basic knowledge of GIS and CAD Systems; strong data entry skills required for same.