

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (CORPORATE ASSETS & STRATEGIC PLANNING DIVISION)

ADMINISTRATIVE SECRETARY – WATERFRONT DEVELOPMENT – CUPE 5167

SUMMARY OF DUTIES

Report to the Manager, Waterfront Development. Provide a comprehensive range of secretarial and administrative duties for the Waterfront Development office and Strategic Planning staff in the Division.

GENERAL DUTIES

Prepares and composes correspondence on routine matters and drafts correspondence on confidential, technical and non-routine matters.

Types and word processes correspondence, committee reports, agendas, minutes, advertisements, public notices, media releases, forms and reports of a general, confidential and technical nature.

Processes payments and requisitions using PeopleSoft.

Arranges for placement of advertisements and public notices in newspapers.

Attends meetings, takes and transcribes minutes.

Reviews and edits correspondence and reports prepared by staff (for content, grammar and spelling, compliance with Corporate standards and overall appearance).

Inputs and retrieves data and generates reports from a computer-based information system.

Liaises with other divisions and departments, outside agencies/organizations and the public as required.

Co-ordinates, schedules and arranges meetings by booking meeting rooms and arranging audio/visual equipment and refreshments as requested.

Co-ordinates arrangements for staff training and attendance at workshops and conferences as requested.

Opens, reviews, sorts and distributes incoming mail. Processes outgoing correspondence.

Monitors vacation entitlements, records and reports all absences.

Receives and answers enquiries by telephone from other divisions and departments. Relays messages as appropriate.

Maintains office filing system.

Requisitions and maintains an inventory of office supplies.

Clips relevant articles from newspapers and magazines for circulation and filing.

Sends faxes and distributes incoming faxes, photocopy documents.

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

Assists with Office Suite Reception station as required.

QUALIFICATIONS

1. Previous demonstrated secretarial/administrative experience related to duties outlined above or a combination of Secretarial/Administrative courses and related work experience.
2. Must have previous experience taking and transcribing minutes including preparing correspondence and reports.
3. Must be proficient in Business English and possess good organizational skills.
4. Must possess excellent grammar and spelling skills.
5. Must possess excellent interpersonal skills and the ability to relate to elected officials, peers, superiors and the general public with tact and professionalism.
6. Must possess, initiative, good judgment and the ability to provide guidance and take leadership role when necessary.
7. Must possess excellent computer skills with a minimum intermediate level of proficiency with Word and Excel. Including above average knowledge and expertise with Outlook and Power Point software.