

CITY OF HAMILTON**PUBLIC WORKS DEPARTMENT**
(HAMILTON WATER DIVISION – LOCATION 77 JAMES ST. N.)**ADMINISTRATIVE SECRETARY - WATER AND WASTEWATER PLANNING AND CAPITAL – CUPE 5167****SUMMARY OF DUTIES**

Reporting to the Manager, Capital Delivery. Performs administrative, secretarial and clerical duties associated with the operations of the Water and Wastewater Planning & Capital Group.

GENERAL DUTIES

Composes, word processes and proofreads reports to Council, agendas, minutes, advertisements, public notices, media release forms and reports of a general, confidential and technical nature.

Composes, word processes and proofreads correspondence on routine matters and drafts correspondence on confidential, technical, and non routine matters.

Distributes key information to the Water and Wastewater Planning & Capital Group staff to ensure all pertinent issues are communicated throughout the section.

Searches internet for information and products that pertains to the Water and Wastewater Planning & Capital Group.

Review and proofread/edit correspondence and reports prepared by staff (for content, grammar, spelling, formatting compliance with corporate standards and overall appearance).

Opens, reviews and sorts all incoming mail for two managers & staff under the Water and Wastewater Planning & Capital Group and processes outgoing correspondence.

Review and respond to Manager's e-mail, where applicable.

Manage the section Manager's calendar and all meeting requests.

Ensure that the section Manager has the necessary files, documentation and reports for all meetings.

Assists in preparing presentation documents for two managers under the Water and Wastewater Planning & Capital Group.

Assists in the training and development of placement students.

Track sectional deadlines and ensure that they are met by working with the management team and other administrative staff.

Prepare and process cheque requisitions, purchase orders, and other financial and purchasing documents as well as providing support for others in the section for these processes.

Reviews invoices and statements for accuracy before forwarding for payment.

Record and report staff absences for the Water and Wastewater Planning & Capital Group. Maintain a vacation schedule and section personnel records..

Co-ordinate, schedule and arrange for meetings as requested or needed, which includes composing and distributing agendas and other materials, books meeting room and arranges for audio-visual equipment and ordering lunches as required.

Input and retrieve data using various databases such as Learning Management Database (LMD), Beyond Compliance Operating System (BCOS), Kronos (attendance management) and PeopleSoft. Generate reports from these same systems.

Photocopies documents, plans and information packages for distribution.

Post notices on bulletin board when required.

Liaise with and respond to inquiries from other Departments, Divisions, outside agencies/organizations and the public as required.

Create and maintain information libraries as required and ensure most recent information is always available.

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

Creates and maintains administrative filing system, including confidential files, reference materials, reports and correspondence.

Maintain staff records such as confidential correspondence and disciplinary action.

Prepare press release information, fact sheets and communiqués.

Take and transcribe minutes of various meetings.

Orders and maintains an inventory of supplies for the Water and Wastewater Planning & Capital Group

Track invoices and monitor outstanding balances.

Preparation of visa reconciliations, travel expense estimates & reconciliations, tracking of expenses

Receives and answers telephone inquiries from employees, elected officials, contractors, consultants and the general public. Attempts to respond to queries, referring where necessary and following up as needed.

Support the general office functioning of the Water and Wastewater Planning & Capital Group.

Attends and represents the section at various committees as required.

Working with vendors in scheduling training, lunch and learns, etc.

Address and resolve issues pertaining to the office facility and furnishings

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 which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated Administrative experience related to duties listed above normally acquired through a combination of education and relevant work experience
2. Must be proficient in Business English and demonstrate excellent grammar and spelling skills.
3. Must possess excellent computer skills with above average knowledge of Microsoft Office (Microsoft Outlook, Word, Excel and PowerPoint).
4. Experience working with various database systems such as Kronos, PeopleSoft, and BCOS is considered an asset.
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 be able to demonstrate above average time management and organizational skills.
7. Excellent interpersonal skills, tact and professionalism with demonstrated ability to communicate effectively, both verbally and in written form, with elected officials, all levels of staff and the general public.

Demonstrated proficiency in typing, testing will be required by HR

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