

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>SENIOR SECRETARY - PARKING PERMIT COORDINATOR</b>		
<b>DEPARTMENT:</b>	Operations	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543114
<b>HOURS OF WORK:</b>	40	<b>GRADE/CLASS:</b>	0.11
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Senior Manager of Traffic Operations, Parking and Transportation Planning, this position will be responsible for the administration of off-street parking permits sold to the public and to outside agencies under the Traffic Operations On/Off Street Parking Program and all parking permits issued to City of Windsor employees (including Windsor Police Service); Responds to inquiries/complaints from parking patrons and employees regarding parking; Maintains central hard-copy and electronic database (AutoProcess) filing system of parking permits; Liaises with Traffic Operations On/Off Street Parking staff and Human Resources for activation/ deactivation of card keys and proximity identification cards as necessary; Issues receipts for cash/cheques received for parking fees, deposits, maps, reports, Average Daily Traffic Count (ADT) booklets and, as required, tender documents and forwards cash/cheques received to Corporate Services; Prepares invoices to major tenants of parking facilities; Administers pre-authorized payment system (PAP) for monthly parking revenues; Maintains petty cash; Absence Coordinator for Public Works main office and Traffic Operations; Inputs attendance/absence information into PeopleSoft HRMS system; Completes Workers Compensation forms and forwards to Human Resources; Reports Workers Compensation absences to Corporate Services Payroll; Responds to public inquiries at the counter and/or by telephone/e-mail. Interacts with senior management, City Council and other city staff on a regular basis; Responsible for typing Council Reports, memos, by-laws, and other correspondence as required. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post secondary education in Business Administration from a Community College, or Ontario Ministry of Education equivalencies; OR
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency, plus ten (10) full time years of experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Office Suite of Products, such as Word, Excel and Outlook;
- Must have 50 wpm typing proficiency;
- Must have experience dealing with the public;
- Must have initiative and ability to work with minimal direction;
- Must have good communication and organizational skills;
- Must be able to deal effectively and diplomatically with the public, Council members, and all levels of administration;
- Knowledge of PAP and HRMS systems considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**