

JOB DESCRIPTION

POSITION:	SECRETARY TO EXECUTIVE DIRECTOR OF OPERATIONS		
DEPARTMENT:	Operations	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543144
HOURS OF WORK:	33.75	GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Executive Director of Operations /Deputy City Engineer, or designate, this position will provide secretarial and administrative support functions including, but not limited to: typing; filing; mail/email sorting/prioritizing, documenting and tracking; taking and transcribing dictation; responding to telephone inquiries; booking appointments; taking minutes; arranging travel reservations; originates and maintains files of a confidential nature; performs typing and distributing of confidential documents; handles departmental bring forward system; records Council Reports in Livelink when required; prepares for litigation; and conducts research as required. Is required to assist in the daily activities of the Public Works Administration and Operations facilities, i.e. counter/customer service duties, coordinates documents for the Public Works Departments use in public open houses or conferences; parking pass purchases through the use of debit machine/credit card/personal cheque, or cash; handling of parking fund, petty cash, training courses, attendance, WSIB and performance appraisals; order card key activation/deactivation; complete forms for employees to have/or stop parking automatically deducted from their pay cheque; execute and sign formal parking agreements; sign for receipt of goods delivered or purchased; provide passes and invoice special event parking permit requests from other agencies/departments; order supplies; photocopier/fax machine/printer details maintenance; employee status changes through Human Resources; data entry. Acts as resource for the Administrative Assistant to the City Engineer. Monitors and accepts/denies meeting room/vehicle requests for Public Works. Updates Public Works – Operations Intranet pages. Coordinates the typing, processing, tracking and distribution of Health & Safety Regulations with the Human Resources Health & Safety Division. Retrieves complaints for different Managers through the CSR System used by the 311 Call Centre. Prepares and distributes vacation schedules/work schedules/winter control schedules/route preparation, etc. Creates and maintains the informational video program for the Operations Crawford Yard site on a weekly basis; maintains amiable relations with the public and fellow staff. 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 Office Administration or Business, or Ontario Ministry of Education equivalency;
- Must have over three (3) years of experience in a computerized office environment utilizing the Microsoft Office Suite of Products, particularly Outlook, Word, and Excel;
- Must have 60 wpm typing proficiency;
- Must possess excellent communication, organizational and interpersonal skills;
- Must have the ability to work with minimal direction;
- Must be capable of maintaining good relations with the public and other employees at all times;
- 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.