

JOB DESCRIPTION

POSITION:	PARKS CLERK		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543165
HOURS OF WORK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Administration, this position will perform a variety of clerical and secretarial services in a computerized environment for managers and supervisors in the Parks & Recreation Departments. Duties include processing reports, contracts, agreements, memos, letters, technical specifications and material taking/writing minutes of meetings. Responsibilities will also include being the primary contact person for outdoor rink rentals, ensuring legal contracts are drawn and signed, collecting and processing payments, following up on delinquent payments, and maintaining accurate user group records for statistical purposes. As the departmental web editor, duties will include the review and update of all intranet and public web documents related to parks and facilities; notification to 311 for divisional updates and maintaining public bulletin board. The incumbent will be responsible for handling complaints received by telephone, in-person and 311 regarding all open green spaces such as parks, rights-of-way, city-owned and private properties including update and maintenance of the database and tracking system; drafts correspondence for signature; coordinates meetings and arranges appointments for the parks managers and supervisors; responds to, screens and reroutes telephone, written and/or in person inquiries to the appropriate supervisor; provides administrative assistance to special events organized and/or hosted by this functional area; liaises with provincial and federal offices and ministries; maintains amiable relations with the public and fellow employees. 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 or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word, Excel and Outlook;
- Must possess the ability to communicate effectively, both verbally and in writing;
- Must be capable of working with minimum supervision;
- Must have a minimum typing speed of 40 wpm;
- Progressively responsible experience in a computerized office environment is considered an asset;
- Experience in CLASS, Amanda and other database systems will be 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.