

JOB DESCRIPTION

POSITION:	ADMINISTRATIVE ASSISTANT		
DEPARTMENT:	Recreation & Culture		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543171
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.12

DUTIES:

Reporting to the Executive Director of Recreation & Culture, the incumbent will provide secretarial and administrative support functions including, but not limited to, processing incoming and outgoing mail for the Department; typing, filing, taking and transcribing dictation; responding to telephone inquiries, booking appointments, taking minutes and arranging travel reservations; creates and maintains files of a confidential nature and performs typing and distribution of confidential documents; manages the department's bring-forward system; processes Council and other reports on Agenda.net; records reports in LiveLink and tracks Council questions for the department; handles personnel-related duties such as maintaining employee files for permanent and temporary full-time, part-time, seasonal and contract employees as well as processing letters and human resources forms and typing performance appraisals; coordinates internal job postings; serves as the department's Primary Contact Person for corporate training initiatives and coordinates internal training schedules; keeps and maintains records of training completed by staff including document compliance with health and safety regulations of the Ministry of Labour; maintains amiable relations with coworkers and customers. 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 post secondary education from a Community College or University in Business/Office Administration or related field 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 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 three (3) years progressively responsible experience as in a computerized office environment;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment.
- Must have demonstrated ability to work with Microsoft Office Suite of Products including Word, Outlook and Excel;
- Must have a minimum typing proficiency of 60 w.p.m.;
- Must have experience using office equipment such as faxes, copiers, dictating or recording equipment, telephones;
- Must possess strong oral and written communication skills and must have the ability to deal effectively with sensitive and/or confidential information;
- Must demonstrate ability to work with municipal services areas, boards, commissions, agencies and various levels of government, community partners and the media;
- Must have demonstrated ability to work with minimal direction;
- Knowledge and experience with PeopleSoft (HR/Payroll system) considered an asset.
- Knowledge and experience with LiveLink and/or Agenda. Net 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.