

JOB DESCRIPTION

POSITION:	ADMINISTRATIVE ASSISTANT		
DEPARTMENT:	Development, Projects & Right of Way		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543408
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.12

DUTIES:

Reporting to the Senior Manager of Engineering/Deputy City Engineer, this position will be responsible for providing support to the full Corporate Projects team, will be responsible for a variety of high level secretarial and support services in a fast-paced environment. Will coordinate meetings and liaise with internal and external partners, customers, stakeholders, contractors, developers and agency representatives, including Federal and Provincial government, on department issues. Will accurately record and transcribe minutes of meetings with internal and external client groups, contractors and developers. Will accurately type correspondence, reports and miscellaneous data; ensure efficient dissemination and systematic follow up of information; will schedule and monitor the team's schedules; provide tactful screening and appropriate referral of telephone, e-mail or in-person inquiries/requests. Will ensure confidentiality of contract, project planning and personnel related issues as well as on-going department operations and will be responsible for dealing with human resources forms of the department. Will research policy and operational issues for the department and work with all staff to ensure that policies are streamlined. Will coordinate and maintain a system of project and operational file management for the department. 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 training in Office 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 three (3) years of experience working in a computerized office environment utilizing the Microsoft Suite of Products;
- Must have the ability to travel to off-site location in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's licence will be required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have a minimum typing proficiency of 60 wpm;
- Must have excellent interpersonal skills, as well as oral and written communication skills, and the ability to work with minimal direction;
- Must have excellent organizational and multi-tasking capabilities;
- Must have experience working with the Microsoft Suite of Products;
- Practical experience working with BASIS +, PowerPoint, PeopleSoft and MS Project 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.