

JOB DESCRIPTION

POSITION:	ADMINISTRATIVE ASSISTANT		
DEPARTMENT:	Employment & Social Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543540
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.12

DUTIES:

Report to the Executive Director of Employment & social Services, this position will be responsible for providing administrative and clerical support, including typing, drafting and proofreading reports, memos, correspondence and emails, often of a confidential and/or time sensitive nature for and at the direction of the Executive Director; schedules meetings/appointments for the Executive Director; coordinates logistics for staff meetings and events; schedules, prepares agendas and transcribes meeting minutes; utilizes personal computer; processes various administrative forms; responds, screens or re-routes inquiries, mail and telephone inquiries from staff, political offices, other departments; re-directs complaints from the public as to eligibility issues, and follows up; retrieves, opens, records and distributes the Executive Director's mail, including correspondence of a personal and confidential nature; manages meeting room email boxes in Outlook; Coordinates, compiles and maintains various statistical and financial reports; Maintains the Executive Director's departmental file system, including confidential records and maintains various follow up systems to ensure completion of tasks, e.g., items distributed to supervisors; Prepares, processes and/or inputs accounts payable vouchers into HRMS. Makes travel arrangements for the Executive Director and other staff as required; Undertakes Employment and Social Services Department's Performance Appraisal tracking system; Undertakes and coordinates departmental vacations/carryover processes and maintains an active schedule; Undertakes staffing and recruitment responsibilities for Employment and Social Services and Administration; Maintains Ontario Works Policy and Procedures on Dashboard and original in hard copy. Populates and maintains Employment and Social Services information on the departmental Dashboard Page; Circulates for signatures and tracks agreements with service providers and community agencies; Undertakes Human Resources/Administrative related duties for items such as grievances and related emails; Schedules and maintains backup/acting schedules for the Executive Director, Managers/Supervisors, Intermediate Clerks, Administrative Assistant positions, and arranges for first floor management backup assignments; Inputs attendance into PeopleSoft, tracks and processes attendance related forms and reports the Executive Director's attendance; Inputs and tracks Council Reports in Agenda.net system to completion; Acts as a resource to staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

Note: Please be advised that the initial job placement for this posting will be at the **Windsor** location. However, applicants are reminded that management reserves and retains its rights to transfer employees and change their work assignment location at any time.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education from a Community College in Office or Business Administration or Ontario Ministry of Education equivalencies; **OR**
- Must have an Ontario Secondary School Graduation diploma or Ontario Ministry of Education Equivalency combined with 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 levels of the Computer Technology Certificate.
- Must have over three (3) years of progressively responsible experience in a computerized office environment utilizing the Microsoft Office Suite of Products (Outlook, Word and Excel);
- 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;

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POSITION: ADMINISTRATIVE ASSISTANT

QUALIFICATIONS CONTINUED:

- Must have experience in a computerized office environment using office equipment (e.g. printers, faxes, copiers, audio/video, etc.);
- Must possess excellent oral and written communication skills;
- Must have the ability to deal effectively with sensitive and/or confidential information;
- Must demonstrate strong organization and multi-tasking skills, with the ability to work in a fast-paced environment and meet legislated timelines;
- Must have the ability to work effectively with minimal direction;
- Must have a minimum keyboarding speed of 50 wpm;
- Knowledge and experience with PeopleSoft HRMS system would be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.
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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.