

**POSITION:** SECRETARY, MANAGER OF  
DEVELOPMENT APPLICATIONS

**JOB POSTING #:**

**DEPARTMENT:** Planning

**UNION:** 543

**POSTING TYPE:** Corporate

**JOB CODE:** 543010

**POSTING STATUS:** Regular Full-Time

**POSITION #:** 00000010

**# OF POSITIONS:** 1

**GRADE/CLASS:** 0.09

**SHIFT WORK REQ'D:** No

**SALARY RANGE:** \$22.60 - \$26.62 per hour (2012 rate)

**HOURS PER WEEK:** 33.75

### DUTIES:

Reporting to the Manager of Development Applications, performs general office duties; receives, analyzes and processes public inquiries both at the counter and on the telephone; maintains statistical records and files including those related to the various programs of senior levels of government; responsible for inputting and maintaining files in Livelink filing system; prepares and processes mail and other correspondence; assist with taking daily attendance, updating flex schedules and vacation schedules; types forms, general correspondence, Council reports and other documentation; assist updates Planning Department telephone listing; utilizes transcription, word processing and other office equipment; schedules appointments/meetings, utilizes the video display terminal as required; records and communicates messages; provides administrative support to the Street & Alley Technical Advisory Committee and Committee of Adjustment; maintains amiable relations with the public and fellow employees; performs other related duties as required.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma combined with one (1) year post secondary education in a Business field, or Ontario Ministry of Education equivalencies.
- Must have over one (1) year administrative experience in a computerized office environment utilizing the Microsoft Suite of products (i.e Word, Outlook) in a municipal setting.
- Must have proficiency with office equipment.
- Must be familiar with terminology used in the construction industry.
- Must have excellent interpersonal and communications skills and ability to communication with public.
- Must have a minimum typing speed of 50 wpm.
- Must have knowledge of city by-laws enforced by the department.
- Knowledge and experience with Peoplesoft HRMS system would be considered an asset.

### POSTING SPECIFICS:

**Posting Period:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

**Who May Apply:**

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

**Updated:**

- By Human Resources on December 21, 2011.