

**POSITION: SECRETARY TO EXECUTIVE
DIRECTOR OF OPERATIONS**

JOB POSTING #:

DEPARTMENT: Operations

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543144

POSTING STATUS: Regular Full-Time

POSITION #:

OF POSITIONS:

GRADE/CLASS: 0.12

SHIFT WORK REQ'D: No

SALARY RANGE: \$25.25 - \$29.67 per hour

HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Executive Director of Operations, or designate, provides secretarial and administrative support functions including, but not limited to: typing; filing; mail/email sorting/prioritizing, documenting and tracking; taking and transcribing dictation; responding to telephone inquiries; booking appointments; taking minutes; arranging travel reservations; originates and maintains files of a confidential nature; performs typing and distributing of confidential documents; handles departmental bring forward system; records Council Reports in Livelink when required; prepares for litigation; and conducts research as required. Is required to assist in the daily activities of the Public Works Administration and Operations facilities, i.e. counter/customer service duties, coordinates documents for the Public Works Departments use in public open houses or conferences; parking pass purchases through the use of debit machine/credit card/personal cheque, or cash; handling of parking fund, petty cash, training courses, attendance, WSIB and performance appraisals; order card key activation/deactivation; complete forms for employees to have/or stop parking automatically deducted from their pay cheque; execute and sign formal parking agreements; sign for receipt of goods delivered or purchased; provide passes and invoice special event parking permit requests from other agencies/departments; order supplies; photocopier/fax machine/printer details maintenance; employee status changes through Human Resources; data entry. Acts as resource for the Administrative Assistant to the City Engineer. Monitors and accepts/denies meeting room/vehicle requests for Public Works. Updates Public Works – Operations Intranet pages. Coordinates the typing, processing, tracking and distribution of Health & Safety Regulations with the Human Resources Health & Safety Division. Retrieves complaints for different Managers through the CSR System used by the 311 Call Centre. Prepares and distributes vacation schedules/work schedules/winter control schedules/route preparation, etc. Creates and maintains the informational video program for the Operations Crawford Yard site on a weekly basis; maintains amiable relations with the public and fellow staff; Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus one (1) year post secondary education in Office Administration or Business, or Ontario Ministry of Education equivalencies.
- Must have over three (3) year's experience in a computerized office environment utilizing the Microsoft Office Suite of Products, particularly Outlook, Word, and Excel.
- Must have 60 w.p.m. typing proficiency.
- Must possess excellent communication, organizational and interpersonal skills.
- Must have the ability to work with minimal direction.
- Must be capable of maintaining good relations with the public and other employees at all times.

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 January 15, 2014