

**POSITION:** ADMINISTRATIVE ASSISTANT TO SENIOR  
MANAGER OF POLLUTION CONTROL

**JOB POSTING #:**

**DEPARTMENT:** Operations

**UNION:** 543

**POSTING TYPE:** Corporate

**JOB CODE:** 543145

**POSTING STATUS:** Regular Full-Time

**POSITION #:**

**# OF POSITIONS:**

**GRADE/CLASS:** 0.11

**SHIFT WORK REQ'D:** No

**SALARY RANGE:** \$24.36 - \$28.66 per hour (2012)

**HOURS PER WEEK:** 33.75

### DUTIES:

Reporting to the Senior Manager of Pollution Control, is responsible for the preparation, formatting, co-ordination and tracking of high level confidential reports and correspondence for the Environmental Services Department including confidential in-camera reports and communications to City Council. Provides office management for the daily functions of the Wastewater branch, including functional supervision of regular part time and seasonal temporary staff. Provides decision making with respect to policies and procedures, office technology, etc. Coordinates all activities relating to the business of the plant and administrative functions of its satellite office (Solid Waste branch). Maintains the Senior Manager's calendar/agenda and electronic daily e-mail, prioritizes and schedules appointments and meetings, inquires and responds on the Senior Manager's behalf and delegates and organizes matters on a priority basis. Signs correspondence, vouchers, accounts payable and other forms of correspondence on behalf of the Senior Manager. Has signing authority of petty cash, accounts payable, expenses related to changes on Corporate credit card and any other financial processing. Perform other related duties as assigned. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation diploma, plus one (1) year post secondary education in Office Administration or Business 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, combined with 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 levels of the Computer Technology Certificate;
- Must have over 3 year's senior level administrative experience.
- Must be fully computer literate and well versed in the Microsoft Office Suite of Products, particularly Outlook, Word and Excel. (PowerPoint and Access skills will be considered assets.)
- Must have a minimum typing speed of 60 w.p.m.
- Must have initiative and ability to work with minimal direction.
- Must have good communication and organizational skills
- Must be able to deal effectively and diplomatically with the public, Council members, and all levels of administration.
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.

### 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 March 1, 2012