

POSITION: PARKS CLERK**JOB POSTING #:**

DEPARTMENT: Recreation
POSTING TYPE: Departmental
POSTING STATUS:
OF POSITIONS: 1
SHIFT WORK REQ'D: No

UNION: 543
JOB CODE: 543165
POSITION #: 00000235
GRADE/CLASS: 0.09
SALARY RANGE: \$22.16 to \$26.10 hourly
HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager of Administration, the successful applicant will perform a variety of clerical and secretarial services in a computerized environment for managers and supervisors in the Parks & Recreation Departments. Duties include processing reports, contracts, agreements, memos, letters, technical specifications and material taking/writing minutes of meetings. Responsibilities will also include being the primary contact person for outdoor rink rentals, ensuring legal contracts are drawn and signed, collecting and processing payments, following up on delinquent payments, and maintaining accurate user group records for statistical purposes. As the departmental web editor, duties will include the review and update of all intranet and public web documents related to parks and facilities; notification to 311 for divisional updates and maintaining public bulletin board. The incumbent will be responsible for handling complaints received by telephone, in-person and 311 regarding all open green spaces such as parks, rights-of-way, city-owned and private properties including update and maintenance of the database and tracking system; drafts correspondence for signature; coordinates meetings and arranges appointments for the parks managers and supervisors; responds to, screens and reroutes telephone, written and/or in person inquiries to the appropriate supervisor; provides administrative assistance to special events organized and/or hosted by this functional area; liaises with provincial and federal offices and ministries; maintains amiable relations with the public and fellow employees; Occupational Health and Safety duties as outlined in the Corporate Health and Safety program, performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over one year experience in a computerized office environment utilizing Microsoft Suite of Products such as Word, Excel and Outlook;
- Must possess the ability to communicate effectively, both verbally and in writing;
- Must be capable of working with minimum supervision;
- Must have a minimum typing speed of 40 w.p.m.;
- Must have the ability to travel to offsite 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;
- Progressively responsible experience in a computerized office environment considered an asset.
- Experience in CLASS, Amanda and other database systems considered an asset.

POSTING SPECIFICS:

- Posting Period:**
- to
 - **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 Helene Gauci, Administrative Assistant to the Executive Directors of Parks & Recreation or by e-mail to hgauci@citywindsor.ca or by fax through 519-255-7990.
- Updated:**
- Updated by Human Resources September 17, 2012