



Employment

Internal Job Opportunity

POSITION: Parks Operations Assistant

JOB POSTING #:

DEPARTMENT:	Recreation & Culture	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543169
POSTING STATUS:	Regular Full-time	POSITION #:	00000241
# OF POSITIONS:	1	GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$25.25 to \$29.67 per hour
		HOURS PER WEEK:	40

DUTIES:

Performs all personnel related clerical functions regarding staff in the Parks & Facility Operations and Recreation Departments including coordinating the collection of Local 82 crew cards; reviewing, batching crew cards and forwarding them to Payroll; reviewing payroll reports for incorrect data, coordinating and/or processing corrections and balancing weekly exception/time sheet listings to effectively close a payroll. Runs and corrects error reports between the HR payroll systems and the Maintenance Management system. Acts as Absence Coordinator for Parks & Recreation including retrieving, verifying and inputting information to the HR payroll system i.e., lost time, vacation, sick leave, banked/used overtime, etc. Maintains a petty cash of \$1,250.00; prepares payroll/personnel forms for hourly and for salary employees, Notices of Separation, Reports of Employment, banked overtime, classifications, seniority lists, address lists, evaluation schedules, vacation schedules, report of absences, etc. Responsible for tracking and processing WSIB information for Parks and Recreation and assist supervisors and employees with the various procedures. Maintains personnel (payroll) files; reviewing various computer related reports regarding employees and reviews any discrepancies with supervisors and/or managers. Establishes, monitors and maintains supplied for Parks Operation Division. Acts as a central contact for vendors/suppliers for Parks Operations Division. Delivers and picks up, when required, personnel-related and other communications to and from City of Windsor offices/facilities as well as purchases from suppliers. Provides functional supervision to summer students and placement staff. Maintain amiable relations with the public and fellow staff. Performs Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program; performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma combined with one (1) year post secondary education from a recognized community college in Business or Office Administration or Accounting, 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 three (3) years experience in a computerized office environment in the areas of payroll, purchasing and bookkeeping.
- Must have demonstrated ability to work with MS Office including WORD, OUTLOOK and EXCEL.
- Must possess strong oral and written communication skills and must have ability to deal effectively with sensitive and/or confidential information.
- Must be proficient in inputting numerical data using computer equipment.
- Must have accurate mathematical skills.
- 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.
- Knowledge and experience with PeopleSoft (HR/Payroll system) 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 September 17, 2012



Human Resources Department
400 City Hall Square East, Suite 408
Windsor, ON
N9A 7K6
Phone: (519) 255-6515
Fax: (519) 255-6504

www.citywindsor.ca