

**POSITION: Administrative Assistant**

**JOB POSTING #:**

<b>DEPARTMENT:</b>	Parks & Recreation - Administration	<b>UNION:</b>	543
<b>POSTING TYPE:</b>		<b>JOB CODE:</b>	543171
<b>POSTING STATUS:</b>	Regular Full-time	<b>POSITION #:</b>	
<b># OF POSITIONS:</b>		<b>GRADE/CLASS:</b>	0.12
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$25.25 to \$29.67 (2012 rates)
		<b>HOURS PER WEEK:</b>	33.75

### DUTIES:

This position is responsible to the Executive Director of Parks & Facilities Operations and the Executive Director of Recreation & Culture. Will provide secretarial and administrative support functions including, but not limited to, processing incoming and outgoing mail for the Executive Directors, typing, filing, taking and transcribing dictation, responding to telephone inquiries, booking appointments, taking minutes and arranging travel reservations; originates and maintains files of a confidential nature and performs typing and distribution of confidential documents; handles the departments' bring-forward system; records Council reports in LiveLink and tracks Council questions for the departments; handles personnel-related duties such as maintaining employee files for permanent and temporary full-time, part-time, parks seasonal and contract employees as well as processing letters and human resources forms and typing performance appraisals; coordinates internal job postings; serve as the departments' Primary Contact Person for corporate training initiatives and coordinates internal training schedules; keeps and maintains records of training completed by staff including document compliance with health and safety regulations of the Ministry of Labour; maintains amiable relations with coworkers and customers. 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, plus one (1) year post secondary education from a community college in Business/Office Administration 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 progressively responsible experience as a senior level secretary in a computerized office environment;
- Must have demonstrated ability to work with Microsoft Office Suite of Products including Word, Outlook and Excel;
- Must have a minimum typing proficiency of 60 w.p.m.;
- Must have experience using office equipment such as faxes, copiers, dictating or recording equipment, telephones;
- Must possess strong oral and written communication skills and must have the ability to deal effectively with sensitive and/or confidential information;
- Must demonstrate ability to work with municipal services areas, boards, commissions, agencies and various levels of government, community partners and the media;
- Must have demonstrated ability to work with minimal direction;
- 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 January 17, 2013.