

JOB DESCRIPTION

POSITION: SECRETARY TO THE MANAGER OF DEVELOPMENT APPLICATIONS

DEPARTMENT: Planning & Building Services

LOCATION: Various

UNION: C.U.P.E. Local 543

HOURS OF WORK: 33.75

JOB CODE: 543010

SHIFT WORK REQ'D: No

GRADE/CLASS: 0.09

DUTIES:

Reporting to the City Planner, this position performs general office duties; receives, analyzes and processes public inquiries both at the counter and on the telephone; maintains statistical records and files including those related to the various programs of senior levels of government; responsible for inputting and maintaining files in Livelink filing system; prepares and processes mail and other correspondence; assist with taking daily attendance, updating flex schedules and vacation schedules; types forms, general correspondence, Council reports and other documentation; assist updates Planning Department telephone listing; utilizes transcription, word processing and other office equipment; schedules appointments/meetings, utilizes the video display terminal as required; records and communicates messages; provides administrative support to the Street & Alley Technical Advisory Committee and Committee of Adjustment; maintains amiable relations with the public and fellow employees. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education from a Community College in a Business field or Ontario Ministry of Education equivalencies;
- Must have over one (1) year administrative experience in a computerized office environment utilizing the Microsoft Suite of products (i.e Word, Outlook) in a municipal setting;
- Must have proficiency with office equipment;
- Must be familiar with terminology used in the construction industry;
- Must have excellent interpersonal and communications skills and ability to communication with public;
- Must have a minimum typing speed of 50 wpm;
- Must have knowledge of city by-laws enforced by the department;
- Knowledge and experience with PeopleSoft HRMS system would be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.