

JOB DESCRIPTION

POSITION:	ADMINISTRATIVE ASSISTANT		
DEPARTMENT:	Planning & Building Services	UNION:	C.U.P.E. Local 543
LOCATION:	350 City Hall Square	JOB CODE:	543012
HOURS OF WORK:	33.75	GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Chief Building Official, this position will be responsible for providing administrative and clerical support, including all general office functions, i.e., typing, filing, photocopying, faxing, transcribing dictation. Recording and preparation of minutes, drafting internal and external correspondence, responding to telephone inquiries, taking/screening CBO's messages; arranging meetings, booking appointments; coordinating travel arrangements for Building Division staff. Organize and maintain the CBO's Bring Forward system and daily schedule. Responsible for organizing Divisional files and ensuring adherence to By-Law 21-2013, Records Retention and Classification Scheme. Must ensure confidentiality in various matters, including property development; litigation cases, personnel records and represent the CBO in his/her absence for staff administrative matters. Prepares Council reports, and enters them into Corporate Agenda.net system; circulates and tracks Council reports to meet agenda deadlines. Prepares and distributes monthly agenda for senior management meetings. Establishes and maintains files of a confidential nature, prepares and distributes confidential documents. Acts as Human Resources Liaison, including processing of various Human Resources forms and coordination of temporary job postings within the department. Collaborates with CBO, Managers and Supervisors on issues respecting the Collective Agreement. Maintains schedule of all employee performance evaluations. Performs duties of Absence Coordinator in accordance with corporate procedures, which includes all tasks related to employee's sick leave, vacation, leave of absences, and banked overtime. Performs duties of Departmental Primary Contact person, which includes all tasks associated with employee training programs. The incumbent will be responsible for coordinating any requests or responses regarding the Freedom of Information Act. As well as maintaining the Corporate Internet/Telephone directory. 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 two (2) years of post-secondary education from a Community College in Office or Business Administration, or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of progressively responsible experience in a computerized office environment utilizing the Microsoft Office Suite of Products (Outlook, Word, Excel);
- Must have experience in a computerized office environment using office equipment (e.g. printers, faxes, copiers, audio/video, etc.);
- Must possess excellent oral and written communication skills;
- Must have the ability to deal effectively with sensitive and/or confidential information;
- Must demonstrate strong organization and multi-tasking skills, with the ability to work in a fast-paced environment and meet legislated timelines;
- Must have the ability to work effectively with minimal direction;
- Must have experience and comprehension of By-Law 21-2013, Records Retention and Classification Scheme
- Knowledge and experience with PeopleSoft HRMS system would be considered an asset;
- The physical demands analysis associated with this job indicates a limited / 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.