

Job Posting #:

Job Title: ADMINISTRATIVE ASSISTANT/SECRETARY - 543054

Department: Information Technology

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

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

#### DUTIES AND RESPONSIBILITIES:

Reporting to the Chief Information Officer/Executive Director of Information Technology, this position performs secretarial and administrative duties for the department; transcribes, composes, and types correspondence using a personal computer; maintains all divisional files, processes mail; screens telephone inquiries and routes to appropriate area; monitors contracts, agreements and other Human Resources related issues; monitors and reconciles all telephone billings using a computerized spreadsheet system; maintains operational and capital leases for computer hardware, software, and services; maintains interdepartmental telephone directory and coordinates changes to the Bell Telephone directory; monitoring statistical reporting and reconciling all the unit's corporate credit cards; provides input to Technology Services regarding new software/hardware systems as a front line/hands-on user; provides Help Desk support at least one hour each week during staff meetings and whenever deemed necessary by the Manager of Technology Infrastructure as well as back up support to the Technical Support Clerk. 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 or University in Business or Office Administration or Ontario Ministry of Education equivalency; OR
- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education Equivalency plus ten (10) full-time years of experience with the Corporation of the City of Windsor in an Administrative/Secretarial/Clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have over three (3) years of senior level secretarial/administrative experience in a computerized office environment using the Microsoft Office Suite of Products;
- Must have a minimum typing proficiency of 40 wpm;
- Must possess strong problem solving, and problem management skills as well as strong interpersonal ability. Initiative is required in adapting established methods and procedures to obtain the desired end result, and may be complicated by the need to consult and coordinate action plans;
- Must be proficient in prioritizing and handling many concurrent tasks;
- Must have exceptional conflict resolution abilities;
- Must have excellent written and verbal communication skills;
- Knowledge of Outlook will be considered an asset;

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**WORKING CONDITIONS:**

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**PHYSICAL REQUIREMENTS:**

The physical demands analysis associated with this job indicates a sedentary level of work.

**POSTING SPECIFICS:**

**Who May Apply:**

Current employees of the Human Resources Department. 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

**Update:**

By Human Resources on February 1, 2017.

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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.