

**JOB DESCRIPTION**

**POSITION:** ADMINISTRATIVE ASSISTANT TO SENIOR MANAGER OF POLLUTION CONTROL

**DEPARTMENT:** Pollution Control

**LOCATION:** Various

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

**HOURS OF WORK:** 33.75

**JOB CODE:** 543145

**SHIFT WORK REQ'D:** No

**GRADE/CLASS:** 0.11

**DUTIES:**

Reporting to the Senior Manager of Pollution Control /Deputy City Engineer or designate, this position will provide secretarial and administrative support functions for the Senior Manager and Pollution Control Managers/Supervisors including, but not limited to: typing, filing, mail/email sorting/prioritizing; documenting and tracking; taking and transcribing dictation; responding to telephone inquiries; booking appointments; taking minutes; arranging travel reservations; originates and maintains files of a confidential nature; performs typing and distributing of confidential documents; performs administrative duties associated with recruitments; completes human resources forms (i.e. acting pay; approval to recruit, etc.).. Provides office management for the daily functions of the Pollution Control branch,. Provides decision making with respect to policies and procedures, office technology, etc. Maintains the Senior Manager's calendar/agenda and electronic daily e-mail, prioritizes and schedules appointments and meetings, inquires and responds on the Senior Manager's behalf and delegates and organizes matters on a priority basis. Signs correspondence, vouchers, accounts payable and other forms of correspondence on behalf of the Senior Manager. Has signing authority of petty cash, accounts payable, expenses related to charges on Corporate credit card and any other financial processing. May seldom be required to drive a city vehicle to the bank for petty cash reimbursement cheques. Updates Pollution Control Intranet and Internet pages. Maintains amiable relations with the public and fellow staff. 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 in Office Administration or Business Administration from a Community College, 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 administrative experience;
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must be fully computer literate and well versed in the Microsoft Office Suite of Products, particularly Outlook, Word and Excel (PowerPoint and Access skills will be considered assets.);
- Must have a minimum typing speed of 60 wpm;
- Must have initiative and ability to work with minimal direction;
- Must have good communication and organizational skills;
- Must be able to deal effectively and diplomatically with the public, Council members, and all levels of administration;
- 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.**