

JOB DESCRIPTION

POSITION:	PARKS OPERATIONS ASSISTANT		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543169
HOURS OF WORK:	40	GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Administration, this position will perform all personnel related clerical functions regarding staff in the Parks & Facility Operations and Recreation Departments including coordinating the collection of Local 82 crew cards; reviewing, batching crew cards and forwarding them to Payroll; reviewing payroll reports for incorrect data, coordinating and/or processing corrections and balancing weekly exception/time sheet listings to effectively close a payroll. Runs and corrects error reports between the HR payroll systems and the Maintenance Management system. Acts as Absence Coordinator for Parks & Recreation including retrieving, verifying and inputting information to the HR payroll system i.e., lost time, vacation, sick leave, banked/used overtime, etc. Maintains a petty cash of \$1,250.00; prepares payroll/personnel forms for hourly and for salary employees, Notices of Separation, Reports of Employment, banked overtime, classifications, seniority lists, address lists, evaluation schedules, vacation schedules, report of absences, etc. Responsible for tracking and processing WSIB information for Parks and Recreation and assist supervisors and employees with the various procedures. Maintains personnel (payroll) files; reviews various computer-related reports regarding employees and reviews any discrepancies with supervisors and/or managers. Establishes, monitors and maintains supplies for Parks Operation Division. Acts as central contact for vendors/suppliers for Parks Operations Division. Delivers and picks up, when required, personnel-related and other communications to and from City of Windsor offices/facilities as well as purchases from suppliers. Provides functional supervision to summer students and placement staff. Maintain 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 from a Community College in Business or Office Administration or Accounting, or Ontario Ministry of Education equivalencies; 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 experience in a computerized office environment in the areas of payroll, purchasing and bookkeeping;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have demonstrated ability to work with MS Office including Word, Outlook and Excel;
- Must possess strong oral and written communication skills and must have an ability to deal effectively with sensitive and/or confidential information;
- Must be proficient with inputting numerical data using computer equipment;
- Must have accurate mathematical skills;
- Knowledge and experience with PeopleSoft (HR/Payroll system) is 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.