



## Job ID #30828: Administrative Assistant II – Growth Management

Planning & Economic Development · Hamilton, Ontario

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Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometers of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully.  
#BeTheReason

- **Job ID #30828: Administrative Assistant II – Growth Management**
- **Union:** Non-Union
- **Close date:** Interested applicants please submit your application online at [www.hamilton.ca/city-council/jobs-city](http://www.hamilton.ca/city-council/jobs-city) by 4:00 p.m. on **February 26, 2025**.
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

### SUMMARY OF DUTIES

Reporting to the Director, Growth Management & Chief Development Engineer, provides confidential administrative support on a range of administrative issues affecting the operations of the Divisional Sections. Co-ordinates administrative activities within the Divisional Sections and follows-up on outstanding issues as appropriate. Works with a minimum of supervision on multiple activities and ensures deadlines are adhered to and established procedures followed.

Co-ordinates administrative activities within the Division and follows-up on outstanding issues as appropriate. Works with a minimum of supervision on multiple activities and ensures deadlines are adhered to and established procedures followed.

Provides guidance to support staff within the Division and participates in the recruitment process for junior staff as and when required.

## **GENERAL DUTIES**

- Provides confidential administrative support.
- Assumes responsibility for all routine administrative details within the office.
- Assists in business and administrative matters such as responding to enquiries and processing confidential matters.
- Prepares, composes and proof reads correspondence and reports on a variety of matters, both confidential and routine. Drafts replies on non-routine matters for the consideration of the Director. Takes dictation and performs transcription as required.
- Schedules appointments, arranges meetings, books facilities, organizes the delivery of presentation equipment, prepares necessary documentation, provides for catering arrangements and informs participants of arrangements.
- Responds to inquiries and liaises with local officials, local boards, government agencies, outside organizations, internal staff and the general public and follows-up as needed.
- Ensures timely processing of cheque requisitions, expense claims and reviews of same for accuracy of descriptions, account numbers, availability of funds and ensures appropriate terms of purchase and leases are exercised.
- Monitors transaction listings investigates discrepancies and processes journal vouchers.
- Monitors requisitions and distribution of supplies and payment of accounts.
- Maintains records for the Director's office on attendance and vacation for Divisional staff.
- Co-ordinates and arranges all travel, conference and course arrangements, and follows-up as appropriate.
- Develops and maintains confidential and information filing systems.
- Participates in the selection of office equipment; i.e. photocopy machine, fax machine.
- Acts as contact person for Director's office ensuring information is disseminated to staff as needed and ensure timely responses to urgent requests for information from Members of Council and the General Manager's office.
- Participates in interviewing, testing and hiring junior staff and students on placements.
- Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.
- Provides back-up to Administrative Co-ordinator to the General Manager of Planning & Economic Development during absences and as required.
- Performs other duties as assigned which are directly related to the responsibilities of the position.

## **QUALIFICATIONS**

1. Graduate from an Office Administration Program or approved equivalent education and experience.
2. Must have significant experience at a senior secretarial level, with excellent stenographic skills including electronic transcription.
3. Must have a high level of accuracy and speed in preparation of written communication.
4. Demonstrated experience in preparation of reports.
5. Must be proficient in Business English, modern office practices and procedures.
6. Experience in a computerized environment. Working knowledge of Word, Excel, Microsoft Outlook, PowerPoint, and PeopleSoft.
7. Must relate readily to the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction.
8. Must possess initiative, good judgment and the ability to mentor junior staff.
9. Working knowledge of general accounting principles, including ability to monitor accounts, maintain routine financial records, calculate, prepare and process invoices and accounts payable, would be an asset.
10. Demonstrated ability to co-ordinate, assign and review work of junior staff and resolve work-related problems.
11. Must be able to work independently on complex projects and co-ordinate activities with other parts of the organization to promote smooth and efficient communications and information flow.

### **Disclaimer:**

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

### **Terms:**

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

**Location** – Hamilton, ON

**Employment Type** – Temporary, Full-Time

**Minimum Experience** – Experienced

**Compensation** - \$61,903.66 - \$77,379.12 per annum