

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB256 Administrative Assistant II
POSITION #/TITLE: 1174 Administrative Assistant II	Adopted: 07-97
	Revised: 08-16

POSITION DESCRIPTION

Dept: Development Services	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 06
Reports To Position #/Job Code #/JC Title: 2411/NB455/Development Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard Word & Excel; Typing Test
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of general office clerical and administrative support duties for Development Services Department programs and activities; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from the class of Administrative Assistant I by a greater scope and depth of work, including responsibility for specialized department or division records and interaction with other personnel concerning technical program requirements.

Examples of Essential Work (Illustrative Only)

Performs personal and confidential secretarial duties for a department director or division head as requested;

Prepares correspondences, reports, lists and other documents on computer as instructed and requested by other office personnel;

Maintains Development Services Manager's calendar and coordinates and schedules meetings as directed;

Maintains departmental records such as Standard Operating Procedures and revises as necessary;

Prepares, processes and coordinates departmental documentation activities with the City Clerk, including, but not limited to, resolutions, notices of public hearings, and ordinances;

Prepares, processes and coordinates departmental documentation activities with the City Planning Commission and the Zoning Board of Adjustment and Historic Commission reviews or Design Review Technical Advisory Committee, as requested;

Copies, packages and distributes a variety of written materials as requested by other office personnel;

Answers department telephone calls, receives and greets visitors to the department and provides information to or refers callers and visitors to other appropriate departments, City personnel, or other agencies;

Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;

Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;

Listens to and directs complaints from the public relating to department operations and takes appropriate action to resolve and refer such complaints;

Orders office supplies for Finance Department in accordance with Purchasing Services rules and regulations;
Takes verbatim dictation and transcribes or prepares letters, minutes, reports and other related materials;
Attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of modern office procedures, practices and equipment;
Thorough knowledge of modern office filing systems and procedures;
Good knowledge of departmental programs, policies and operations as applied to the work performed;
Ability to handle confidential and administrative information with tact, discretion and accuracy;
Ability to understand and follow complex oral and written instructions;
Ability to maintain complex clerical records and to prepare reports from such records;
Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED, supplemented by additional course work in office management and data processing; and
Considerable experience in the performance of clerical and secretarial duties; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment;
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.