

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB009 Administrative Assistant I
<b>POSITION #/TITLE:</b> 0638, 2375, 2376, 2469 Administrative Assistant I	<b>Adopted:</b> 07-97
	<b>Revised:</b> 03-12

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Public Works	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 05
<b>Reports To Position #/Job Code #/JC Title:</b> 0306/NB472/Administrative Services Supervisor	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Word, Excel & Powerpoint; Typing Test
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Performs a variety of general office clerical and administrative support duties for the Public Works Department programs and activities; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Prepares and composes correspondences, reports, lists and other documents for Public Works programs and staff;  
 Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;  
 Copies, packages and distributes a variety of written materials to meet program requirements;  
 Organizes and prioritizes work assignments and provides work direction to other support staff;  
 Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;  
 Responds to and directs complaints from the public relating to department operations taking appropriate action to resolve and refer such complaints;  
 Supports customer service operations and answers department telephone calls, receives and greets visitors to the department and provides information or refers callers and visitors to other appropriate departments;  
 Requisitions supplies and materials for the department as requested in accordance with Purchasing Services regulations;  
 Takes verbatim dictation and transcribes or prepares letters, minutes, reports and other related materials;  
 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 operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to maintain complex clerical records and prepare reports;  
Ability to organize and prioritize work assignments;  
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:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;  
Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;  
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.

<b>Position Description Approval</b>
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Director must approve new or revised position descriptions. Other department approvals are optional (*i.e., supervisor, manager*). **Entering name signifies approval.**

Name: <i>(Person completing form)</i>	Kyle Breon
Title:	Administrative Services Supervisor
Date Approved:	03-12

Name: <i>(Person completing form)</i>	
Title:	
Date Approved:	

<b>Human Resources Department Approval</b>
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Name and Title:	Heath E. Halverson, Classification & Labor Relations Program Manager
Date Approved:	03-12

**If Bargaining:**

Name and Title:	Heath E. Halverson, Classification & Labor Relations Program Manager
Date Approved:	N/A