

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB009 Administrative Assistant I
POSITION #/TITLE: 2611 Administrative Assistant I	Adopted: 04-11
	Revised:

POSITION DESCRIPTION

Dept: City Manager	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 05
Reports To Position #/Job Code #/JC Title: 2481/NB391/Assistant to the City 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: Word, Power Point & Excel; Typing Test
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of general office clerical and administrative support duties for the Flood Recovery Director; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Funding for this position will be re-evaluated annually depending on flood recovery time period.

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 department personnel;

Maintains departmental records and revises as necessary;

Maintains Flood Recovery Director's calendar and coordinates and schedules meetings as directed;

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;

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

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

Prepares mail-merges and keyboard merge forms to assist department personnel;

Screens visitors, telephone calls, faxes, mail, email and messages;

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

Transcribes or prepares letters, minutes, reports and other related materials;;

Collects data on flood recovery programs, maintains appropriate files on such data and generates reports for Flood Recovery Director;

Researches, organizes and implements office procedures;

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 communicate effectively and maintain working relationships with other City employees, supervisory personnel and the public;
Ability to use empathetic listening skills, communicate with clarity and maintain an attitude that conveys respect, assistance, honesty and resourcefulness;
Ability to handle confidential and administrative information with tact, discretion and accuracy;
Ability to maintain systems and organize office procedures in a useful manner
Ability to understand and follow complex oral and written instructions;
Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties;
Ability to maintain complex clerical records and prepare reports;
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 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.

Position Description Approval

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>	Sandi Fowler
Title:	Assistant to the City Manager
Date Approved:	04-11

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

Human Resources Department Approval

Name and Title:	Heath Halverson, Classification & Labor Relations Program Manager
Date Approved:	04-11

If Bargaining:

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