

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB009 Administrative Assistant I
POSITION #/TITLE: 2768 Administrative Assistant I (Library Foundation)	Adopted: 01-16 Revised:

POSITION DESCRIPTION

Dept: Cedar Rapids Public Library	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 05
Reports To Position #/Job Code #/JC Title: 0901/NB105/Library Foundation Director	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: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Word, Excel, PowerPoint, Access; Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of general office, clerical and administrative support for the Library Foundation to achieve optimum donor retention and recruitment through excellent donor stewardship; performs related work as required.

Distinguishing Features of the Class

Some leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Maintains and updates electronic and hard copies of office, prospect and donor records and files;
 Maintains basic office functions including: ordering supplies, answering phones, messages, US mail, some email and deliveries;
 Arranges facilities and logistics for meetings and functions;
 Produces mailing lists and constituent or financial reports as required;
 Works closely with Foundation accountant on daily gift entry and monthly income reconciliation;
 Processes gifts and related transactions accurately and in a timely manner;
 Prepares for and attends monthly Foundation board meetings, assembling board packets and recording minutes;
 Facilitates general Foundation correspondence and marketing functions including: assembling donor packets and sending gift acknowledgements, pledge reminders, email blasts and vendor letters;
 Works cooperatively with volunteers, donors, library and Foundation staff, other professional staff or vendors, and the general public as required;
 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

Good knowledge of and experience using Raiser's Edge or donor management systems;
Good knowledge of office terminology, procedures and equipment;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to understand and follow complex oral and written instructions;
Ability to handle confidential and administrative information with tact and discretion;
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
Considerable experience in administrative support; experience with nonprofit organizations, including experience using Raiser's Edge, preferred; 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 reports and other materials in both hardcopy and electronic form;
Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate computers and office machines;
Sufficient personal mobility, which permits the employee to locate and retrieve materials for donors and volunteers or other Foundation staff.

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>	Charity Tyler
Title:	Library Foundation Director
Date Approved:	01-16

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

Human Resources Department Approval
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Name and Title:	Heath Halverson, Classification & Labor Relations Program Manager
Date Approved:	01-16

If Bargaining:

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