

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB009 Administrative Assistant I
<b>POSITION #/TITLE:</b> 2710 Administrative Assistant I	<b>Adopted:</b> 03-14
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Cedar Rapids Public Library	<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> 2637/NB223/Library Volunteer Coordinator	<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> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Word, Excel; Job fit assessment
<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 in support for the Cedar Rapids Public Library Volunteer Services program; 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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Maintains and updates electronic and hard copies of volunteer records, files, and timesheets – including data management in tracking software;  
 Maintains office communications including: phones, messages, mail, and emails;  
 Arranges facilities and logistics for trainings, meetings, and functions;  
 Assists in the development and management of communications and correspondence for the department;  
 Assists with processing incoming volunteers including applications, background checks, scheduling interviews, reference checks, and other processes as needed;  
 Maintains effective working relationships with volunteers and staff, serving as a point of contact for the department;  
 Assists in scheduling volunteers to meet the needs of the department and library;  
 Copies, gathers, packages, and distributes a variety of training materials as requested by staff working with volunteers;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends meetings, conferences and workshops;  
 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 Windows, Microsoft Office, Word, Excel, Power Point, Outlook, and Internet Browsers;

Thorough knowledge of modern office procedures, practices and equipment;

Good knowledge of departmental programs, policies and operations as applied to the work performed;

Good knowledge of Raiser's Edge or other volunteer management systems;

Ability to operate a personal computer at a reasonable rate of speed using standard word processing, spreadsheet, and database applications appropriate to assigned duties;

Ability to work independently;

Strong interpersonal skills, including both written and verbal communication, problem solving, and planning;

Ability to use tact and diplomacy, and professionalism;

Ability to handle confidential and administrative information with tact and discretion;

Ability to manage multiple tasks in an organized and timely manner;

Ability to understand and follow complex oral and written instructions;

Ability to maintain clerical records of some complexity 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 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 information services; and

Some experience in administrative support; experience with non-profit organizations and/or volunteers preferred;

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 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, typewriter and office machines;

Sufficient personal mobility, which permits the employee to locate and retrieve library materials for volunteers or other department 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>	Bob Pasciznyuk
Title:	Library Director
Date Approved:	03-14

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

**Human Resources Department Approval**

Name and Title:	Heath E. Halverson, Classification & Labor Relations Program Manager
Date Approved:	03-14

**If Bargaining:**

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