

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB009 Administrative Assistant I
POSITION #/TITLE: 2082 Administrative Assistant I	Adopted: 07-97
	Revised: 01-09

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Purchasing Services	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 05
Reports To Position #/Job Code #/JC Title: 1162/NB142/Purchasing 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: Skillcheck (Word & Excel); Typing Test
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of general office clerical and administrative support duties for purchasing 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.

Examples of Essential Work (Illustrative Only)

Prepares small dollar bids, correspondences, reports, lists and other documents on computer as instructed and requested by other designated office personnel;
 Posts all bids/proposals, addendums and bid tabulations on the city web page using specialized software;
 Serves as liaison between city departments and vendor for citywide office supply contract and letterhead and business card contract;
 Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
 Coordinates the electronic auction for citywide surplus items including the ad preparation and all communication with the buyer and seller;
 Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;
 Listens to and directs issues from the public relating to department operations and takes appropriate action to resolve and refer such issues;
 Provides information to other departments relative to routine purchasing practices;
 Processes accounts receivable;
 Requisitions supplies and materials for the department as requested;
 Coordinates the citywide toner-recycling program;
 Obtains, reviews and maintains insurance certificates for contracts held within the department on behalf of the City and monitors renewals of said certificates;
 Approves citywide certificates of insurance and bonds in the absence of the City's Risk Manager;
 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;
Good knowledge of microcomputer systems;
Ability to understand and follow complex oral and written instructions;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities, including Word, Excel, Outlook and city-wide database applications (purchasing, payroll, etc);
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, procurement policies and procedures, such as purchasing cycle, bids, quotes, and proposals;
Ability to work cooperatively, communicate effectively, and to maintain effective internal and external customer relations 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.

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>	Judith A. Lehman
Title:	Purchasing Services Manager
Date Approved:	10-08

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:	10-08

If Bargaining:

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