

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB009 Administrative Assistant I
POSITION #/TITLE: 1137 Administrative Assistant I	Adopted: 04-16
	Revised:

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Recreation	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 05
Reports To Position #/Job Code #/JC Title: 2427/NB362/Recreation Superintendent	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 & Excel; Typing Test
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of clerical, technical, bookkeeping and related administrative support and information dissemination services for employees of and visitors to the Parks & Recreation Department; 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)

Answers department telephone calls, receives and greets visitors to the department and provides information to or refers callers and visitors to other appropriate departments or City personnel;
 Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
 Provides programmatic information to other City employees and the public concerning activities of the Parks & Recreation Department;
 Prepares correspondence, reports, lists and other documents on computer;
 Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;
 Tracks and records a wide variety of department and division activities, operations and events and prepares reports in accordance with prescribes policies and procedures;
 Requisitions supplies and materials per department requests in accordance with Purchasing Services policies and procedures;
 Coordinates park facility rentals, including pavilions, ball fields and picnic areas, soccer fields;
 Handles cash flow and performs daily reconciliation;
 Coordinates seasonal programs by processing registration and distributing all appropriate information;
 Updates brochures on seasonal activities to ensure all information reflects changes in the schedule;
 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 clerical, administrative support and customer service practices and procedures;
Good knowledge of business terminology, procedures and equipment, including the use of computers and related business applications;
Ability to develop and use empathetic listening skills, communicate with clarity and maintain an attitude that conveys respect, assistance, honesty and resourcefulness;
Ability to establish and maintain complex clerical records and files and to prepare written reports from those records;
Ability to communicate effectively and maintain working relationships with other City employees, elected officials, community groups and the public;
Ability to monitor a daily cash flow with tact and discretion;
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;
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 training in office administrative support practices and procedures; and
Considerable experience in the performance of clerical and customer services 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>	
Title:	
Date Approved:	

Name: <i>(Person completing form)</i>	Angie Cole
Title:	Recreation Superintendent
Date Approved:	04-16

Human Resources Department Approval
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Name and Title:	Heath Halverson, Classification & Labor Relations Program Manager
Date Approved:	04-16

If Bargaining:

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