

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB009 Administrative Assistant I
<b>POSITION #/TITLE:</b> 0622 Administrative Assistant I	<b>Adopted:</b> 10-02
	<b>Revised:</b> 01-09

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Veterans Memorial Commission	<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> 0125/NB051/Executive Director	<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> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Skillcheck (Standard Word, Standard Excel); Typing Test
<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 for Memorial Department and Veterans Memorial Commission; 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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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;  
Takes dictation and transcribes or prepares letters, minutes, reports and other related materials;  
Coordinates activities within the Veterans Memorial Building, serves as secretary to the Veterans Memorial Commission and schedules meetings of the Veterans Memorial Commission and local Veterans organizations;  
Provides potential leasees with information regarding rental rates and availability of Memorial facilities and coordinates the rental of the coliseum and armory with promoters and sponsors, collects revenues for rentals and concession sales percentages, and solicits return dates for the rental of the facilities;  
Prepares and processes accounts receivable invoices and purchase orders;  
Processes all aspects of accounts payable and codes and presents for approval;  
Monitors, records and inputs payroll for Memorial staff;  
Monitors special funds, formats, prepares, inputs department budget and maintains all documentation;  
Generates, records, disburses and tracks maintenance work orders for Memorial facilities;  
Collects, catalogs and maintains Veteran-related historical information and obituary files for community Veterans;  
Coordinates and schedules the use of the Coliseum, Armory and other conference rooms in the Veterans Memorial Building and City Hall;  
Prepares correspondences, reports, lists and other documents on computer as instructed and requested;  
Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;  
Prepares, presents and maintains lease contracts for the rental of the Coliseum and Armory;

Listens to and directs complaints from the public relating to department operations and takes appropriate action to resolve and refer such complaints;  
Provides programmatic information to other City employees and the public concerning activities of the Department;  
Plans and schedules student tours of the Veterans Memorial Building and City Hall;  
Copies, packages and distributes a variety of written materials as requested by other designated office personnel;  
Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;  
Monitors and updates the department Internet webpage;  
Requisitions administrative supplies and materials for the department as required;  
Processes personnel actions;  
Attends meetings, conferences and workshops;  
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 departmental programs, policies and operations as applied to the work performed;  
Good knowledge of department terminology, procedures and equipment, including the use of computers and related word processing, spreadsheet and database applications appropriate to assigned duties;  
Thorough knowledge of modern office filing systems and procedures;  
Ability to develop and use empathetic listening skills, communicate with clarity and maintain an attitude that conveys respect, assistance, honesty and resourcefulness;  
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 communicate effectively and maintain working relationships with other City employees, elected officials, community groups and the public;  
Ability to handle Veterans' information with tact and discretion;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
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, business administration or closely related field; 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

<b>Essential Physical Abilities</b>
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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 view 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.

<b>Position Description Approval</b>
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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>	Mike Jager
Title:	Memorial Executive Director
Date Approved:	12-14

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

<b>Human Resources Department Approval</b>
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Name and Title:	Heath Halverson, Classification & Labor Relations Program Manager
Date Approved:	12-14

**If Bargaining:**

Name and Title:	Heath Halverson, Classification & Labor Relations Program Manager
Date Approved:	12-14