

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB009 Administrative Assistant I
POSITION #/TITLE: 0046 Administrative Assistant I	Adopted: 07-97
	Revised: 12-15

POSITION DESCRIPTION

Dept /Division: Utilities/Water	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 05
Reports To Position #/Job Code #/JC Title: 230/NB190/Water Utility Plant 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: Standard & Advanced Excel, Standard & Advanced Word, Standard Access; Typing Test
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of general office clerical and administrative support duties; maintains project tracking database; maintains training database and coordinates staff training; supports multiple workgroups within the Division; and 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 correspondences, reports, lists, meeting minutes, and other documents on computer as instructed and requested by other designated office or workgroup personnel;
 Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
 Copies, scans, packages and distributes a variety of written materials as requested by other designated office personnel;
 Answers department telephone calls, receives and greets visitors to the department and provides information to callers and visitors or refers callers and visitors to other appropriate departments or City personnel;
 Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;
 Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;
 Listens to and directs complaints from the public relating to department operations and takes appropriate action to resolve and refer such complaints;
 Processes work orders for water metering activities;
 Maintains project tracking database;
 Assists with ongoing maintenance of utility asset inventory records;

Works with the 'Valve & Hydrants' Access database shared by Distribution for Maintenance and Work Orders, scheduling and tracking of maintenance history linked to GIS;
Requisitions supplies and materials for the department as requested;
Attends safety training associated with Plant processes;
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;
Knowledge of and ability to learn computer software applications for databases (for example, Microsoft Access) for project tracking and data retention;
Good knowledge of departmental programs, policies and operations as applied to the work performed;
Good knowledge of modern office filing systems and procedures;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel and the public;
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 processing, spreadsheets, and database applications;
Ability to maintain clerical records of some complexity and to prepare reports from such records;
Fosters a positive team-building environment;
Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;
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:
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>	Tariq Baloch
Title:	Water Utility Plant Manager
Date Approved:	02-16

Name: <i>(Person completing form)</i>	Steve Hershner
Title:	Utilities Director
Date Approved:	12-15

Human Resources Department Approval
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Name and Title:	Heath Halverson, Classification & Labor Relations Program Manager
Date Approved:	12-15

If Bargaining:

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