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| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: NB010 Administrative Assistant III |
| POSITION #/TITLE: 2365 Administrative Assistant III | Adopted: 09-06 |
| | Revised: 02-11 |

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| POSITION DESCRIPTION |
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| Dept: City Manager | Manager Level: Non-Manager |
| Salary Plan/Description: NBU/Non-Bargaining Unit | Salary Grade: 07 |
| Reports To Position #/Job Code #/JC Title: 2481/NB391/Assistant to the City 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 (Standard & Advanced Word, Standard & Advanced Excel); Typing Test |
| Personal Protective Equipment: None | |

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| General Statement of Duties |
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Performs a variety of administrative support and office coordination for the Office of the City Manager; performs other related work as required for the office of the Mayor and Council members.

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| Distinguishing Features of the Class |
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Considerable leeway is granted for the exercise of independent judgment and initiative. This classification is distinguished from the Administrative Assistant II classification by a greater scope and depth of work, including responsibility for specialized department or division records and interaction with key department, division personnel concerning technical program requirements.

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| Examples of Essential Work (Illustrative Only) |
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Serves as a liaison between the office of the City Manager, City Council and assigned City departments or the public;

Works cooperatively with other Administrative Assistant staff to the City Manager to facilitate city-wide activities and requests under the direction of the City Manager;

Provides administrative support for the Economic Development Task Force and other committees as assigned;

Provides front line/first response answers regarding the initiatives of the City Manager, Mayor, and City Council;

Follows up on citizen inquiries and concerns by conducting the appropriate research and then contacting the citizen to provide the appropriate information;

Participates in agenda planning and coordination activities for informal and formal City Council meetings; ensures that materials and information are available from assigned departments, and follows up on decision items, as needed;

Produces correspondence for the City Manager and Mayor, as directed;

Produces proclamations and corresponding media advisories for the Mayor;

May prepare various communication pieces for distribution to City employees, citizen groups, or the general public;

Prioritizes incoming mail to the Mayor's office and City Manager's office to facilitate a timely response to urgent issues;

Attends meetings related to project work or to represent the City Manager's Office and Mayor's office;
Performs fiscal related functions for City Manager Department including payroll and requisitioning supplies and materials;
Coordinates incoming invitations to Council and provides event information to Council;
Applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
Copies, packages and distributes a variety of written materials as requested by other designated office personnel;
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 and modern office filing systems and procedures, including electronic record management and website content management;
Thorough knowledge of administrative practices and the organizational structure of City government;
Good knowledge of current City initiatives and policies;
Ability to deal effectively with persons who are upset concerning an area of City policy;
Ability to structure the office environment to prioritize and properly address concerns from many different sources;
Ability to recognize issues or concerns which should be brought to the attention of the City Manager or Mayor;
Ability to work with the City Manager, City Council and Department management on a confidential basis;
Ability to prepare accurate and reliable reports containing findings regarding specific meetings, assigned program areas and special projects;
Ability to provide project management support;
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 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 coursework in office management;
and
Considerable experience in the performance of administrative support duties, including considerable public contact and interaction with a variety of internal and external customers, preferably in the public sector; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Silver level Skills Advantage Work Ready certification preferred.

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.**

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| Name: <i>(Person completing form)</i> | Jim Prosser |
| Title: | City Manager |
| Date Approved: | 9-15-06 |

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

Human Resources Department Approval

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| Name and Title: | Gloria McMahan, Classification and Compensation Manager |
| Date Approved: | 9-15-06 |

If Bargaining:

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| Name and Title: | Heath Halverson, Human Resources Specialist |
| Date Approved: | N/A |