

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB010 Administrative Assistant III
<b>POSITION #/TITLE:</b> 0592 Administrative Assistant III	<b>Adopted:</b> 07-97
	<b>Revised:</b> 01-09

**POSITION DESCRIPTION**

<b>Dept:</b> Fire	<b>Manager Level:</b> Administrative Assistant
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 07
<b>Reports To Position #/Job Code #/JC Title:</b> 0825/NB077/Fire Chief	<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 & Advanced Word, Standard & Advanced Excel); Typing Test
<b>Personal Protective Equipment:</b> None	

**General Statement of Duties**

Performs a variety of general office, clerical, administrative and support duties; performs related work as required. Supervises contracted Options of Linn County Housekeeping employee.

**Distinguishing Features of the Class**

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

**Examples of Essential Work (Illustrative Only)**

Performs personal and confidential secretarial duties for the Fire Chief;  
Takes verbatim dictation and transcribes or prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, financial and statistical tables, requisitions and other related materials, including confidential correspondences and reports;  
Requests monies from the Finance Department via memorandums;  
Processes all department purchase orders and invoices in accordance with department established procedures;  
Coordinates conferences, seminars and travel, lodging and meals for related fire department functions and activities;  
Coordinates day personnel click fund, functions and collections;  
Prepares correspondences, reports, lists and other documents on computer as requested by other designated office personnel and as necessary;  
Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;  
Tracks and records a wide variety of department or division activities, operations and events and prepares reports in accordance with prescribed policies and procedures;  
Copies, 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;  
Listens to and directs complaints from the public relating to department operations and takes appropriate action to resolve and refer such complaints;  
Performs payroll and accounts payable functions and serves as back-up for the accountant;  
Requisitions supplies and materials for the department as requested;  
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;  
Good knowledge of departmental programs, policies and operations as applied to the work performed;  
Good knowledge of modern office filing systems and procedures;  
Good knowledge of the content of the Fire union contract;  
Some knowledge of the organizational structure of City government;  
Ability to understand and follow complex oral and written instructions;  
Ability to operate a personal computer at a reasonable rate of speed using standard word processing, spreadsheet and database applications appropriate to assigned duties;  
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 course work in office management and data processing; and  
Considerable experience in the performance of secretarial, administrative support and accounting 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.

<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>	Steve Havlik
Title:	Fire Chief
Date Approved:	01-08

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

<b>Human Resources Department Approval</b>
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Name and Title:	Gloria McMahan, Classification and Compensation Manager
Date Approved:	01-08

**If Bargaining:**

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