

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB010 Administrative Assistant III
<b>POSITION #/TITLE:</b> 438 Library Administrative Assistant III	<b>Adopted:</b> 11-10 <b>Revised:</b> 08-12

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Cedar Rapids Public Library	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 07
<b>Reports To Position #/Job Code #/JC Title:</b> 0565/NB106/Library 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> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Word, Excel, PowerPoint, Proofreading; Typing Test, Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Works under the general direction of the Library Director in support of the Library Director and Foundation Executive Director's responsibilities, and provides administrative support and liaison functions for the Library, Board of Trustees and Managers.

<b>Distinguishing Features of the Class</b>
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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 the greater scope and depth of work, including responsibility for handling escalated patron concerns in the absence of the director, and high frequency interaction with the Library Board.

<b>Examples of Essential Work (Illustrative Only)</b>
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Assists the Library Director by maintaining files, meeting minutes, project documentation, etc.;

Coordinates calendar for the Library Director;

Assist the Foundation Executive Director with data entry, reporting, and support for donor tracking software (for example: Razor's Edge);

Reviews and distributes Library Director's mail, tracks phone messages, and e-mail. Makes travel arrangements as necessary;

Assists the Library Director with duties, including long-range planning and special projects;

Serves as a member of the Library's Management Team;

Maintains project files;

Coordinates and plans any retreats or planning meetings for the Management Team or Board of Trustees;

Maintains effective working relationships with other governmental agencies, civic organizations and professional organizations in support of the Library Director and Library goals;

Provides administrative support to the Assistant Director and Administrative team;

Serves as recording secretary to the Board of Trustees;

Records official minutes at Board of Trustee's regular and special meetings, prepares, duplicates and distributes print or digital board packets, schedules and facilitates meetings;

Serves as administrative liaison to the Board of Trustees;  
Handles Board public notices;  
Maintains any legal files of Board minutes, Bylaws and Policies manual and Trustee manual;  
Coordinates filling of trustee vacancies and application process;  
Manages highly sensitive and confidential issues in support of the Library Director and Board of Trustees;  
In the absence of the Library's Administrative Clerk, manages routine financial transactions and reception duties.  
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;  
Thorough knowledge of computer keyboard skills, word processing, and spreadsheet skills;  
Thorough knowledge of Windows, Microsoft Office, Word, Excel, Power Point, Outlook, and Internet Browsers;  
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 Library 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 make informed recommendations in the areas of automation of administration practices;  
Ability to work independently;  
Ability to develop and maintain effective working relationships with Board of Trustees, Management team, staff, and public;  
Strong interpersonal skills, including both written and verbal communication, problem solving, and planning;  
Ability to use tact and diplomacy, and professionalism;  
Ability to manipulate documents in keeping with presentation demands – Adobe PDF and other;  
Ability to understand and follow complex oral and written instructions;  
Ability to handle confidential and administrative information with tact and discretion;  
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.

<b>Required Special Qualifications</b>
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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 review a wide variety of written reports and other materials in both hardcopy and electronic form;

Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate computers, typewriters and office machines;

Sufficient personal mobility, which permits the employee to locate and retrieve library materials.

<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>	Bob Pasicnyuk
Title:	Library Director
Date Approved:	08-12

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

<b>Human Resources Department Approval</b>
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Name and Title:	Heath E. Halverson, Classification & Labor Relations Program Manager
Date Approved:	08-12

**If Bargaining:**

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