

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB256 Administrative Assistant II
<b>POSITION #/TITLE:</b> 1189, 1291 Administrative Assistant II	<b>Adopted:</b> 07-97
	<b>Revised:</b> 12-14

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Community Development	<b>Manager Level:</b> Administrative Assistant
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 06
<b>Reports To Position #/Job Code #/JC Title:</b> 0388/NB441/Assisted Housing Program Manager	<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 and 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, technical, bookkeeping and related administrative support duties for Housing Programs; 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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Performs personal and confidential secretarial duties for division managers as requested;  
Maintains departmental records such as Standard Operating Procedures and revises as necessary;  
Maintains division managers' calendars and coordinates and schedules meetings as directed;  
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;  
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 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 accounts receivable and payable functions;  
Collects data for input into the budget;  
Coordinates activities and meetings for department-related commissions and committees;  
Processes and coordinates applications for department programs and activities;  
Collects data on various department related programs, maintains appropriate files on such data and generates reports for department personnel;  
Performs various screening methods for assisted housing program applicants;  
Collects data from online databases for federal programs;  
Coordinates process with Finance on monthly Housing Assistance Payment (HAP) checks;  
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 meetings, conferences and workshops;  
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 modern office filing systems and procedures;  
Good knowledge of departmental programs, policies and operations as applied to the work performed;  
Some knowledge of the organizational structure of City government;  
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 at a reasonable rate of speed using standard word processing, spreadsheet and database applications appropriate to assigned duties;  
Ability to maintain complex clerical records and prepare reports from those 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 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 operate equipment and tools;  
 Sufficient manual dexterity, which permits the employee to operate equipment;  
 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>	Paula Mitchell
Title:	Housing and Redevelopment Manager
Date Approved:	12-08-14

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:	N/A