

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB256 Administrative Assistant II
POSITION #/TITLE: 2578 Administrative Assistant II	Adopted: 07-09
	Revised: 07-14

POSITION DESCRIPTION

Dept: Code Enforcement	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 06
Reports To Position #/Job Code #/JC Title: 2551/NB449/Building Services Director	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: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard Word & Excel; Typing Test
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of general office clerical and administrative support duties for the Building Services Department activities; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. This classification is distinguished from Administrative Assistant I by a greater scope and depth of work, including responsibility for 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 duties for a department, manager or division head as requested;
Takes verbatim dictation and transcribes or prepares letters, minutes, reports, statements, specifications, contracts, memoranda, notices, resolutions, requisitions and other related materials, including confidential correspondences and reports;
Prepares correspondence, reports, lists and other documents on computer as instructed and requested by other designated office personnel;
Interprets and applies departmental or division office rules, policies and regulations in accordance with prescribed procedures and guidelines;
Applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
Tracks and records a wide variety of departmental 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;
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;
Researches and prepares ordinance amendments and city council resolutions;
Schedules meetings as requested;
Requisitions supplies and materials for the department as requested;
Attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Attends mandatory training sessions;
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;
Thorough knowledge of departmental programs, policies and operations as applied to the work performed;
Some knowledge of legal terminology and the formatting of legal documents;
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;
Ability to maintain a working knowledge of actions that may only be necessary annually or periodically;
Ability to maintain clerical records of some complexity and to prepare reports from such records;
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;
Ability to process the daily cash deposits;
Ability to set, change and coordinate inspections;
Ability to adequately relay inspection results to customers;
Ingenuity and inventiveness in the performance of assigned tasks is expected.

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:
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.

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>	Ray Nees
Title:	Building Services Manager
Date Approved:	07-17

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

Human Resources Department Approval
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Name and Title:	Heath Halverson, Classification & Labor Relations Program Manager
Date Approved:	07-14

If Bargaining:

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