

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB256 Administrative Assistant II
POSITION #/TITLE: 0850 Administrative Assistant II (Director)	Adopted: 01-00 Revised: 01-09

POSITION DESCRIPTION

Dept: Parks & Recreation	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 06
Reports To Position #/Job Code #/JC Title: 2425/NB361/Parks & Recreation 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: 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	

General Statement of Duties

Performs a variety of general office, clerical, technical, bookkeeping and related administrative support duties; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of 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. Position serves as lead administrative support for department.

Examples of Essential Work (Illustrative Only)

Performs personal and confidential secretarial duties for the Parks & Recreation Director;
 Prepares correspondences, reports, lists and other documents on computer;
 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;
 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 needed and as requested;
 Prepares letters, minutes, reports and other related materials;
 Performs inventory control functions;
 Listens to and directs complaints from the public relating to department operations and takes appropriate action to resolve and refer such complaints;

Requisitions supplies and materials for the department as requested in accordance with Purchasing Services policies;
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

Ability to maintain professional attitude and composure when dealing with difficult customers;
Ability to handle confidential and administrative information with tact and discretion;
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 using program applications appropriate to assigned duties and responsibilities;
Ability to maintain complex clerical records and to prepare reports from those records;
Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;
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 information services; computer software courses in Microsoft Word, Excel, Access, Power Point preferred; and
Considerable experience in the performance of secretarial and administrative support; and
Experience with PeopleSoft preferred; 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 computers, typewriters, and office machines;
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>	
Title:	
Date Approved:	

Name: <i>(Person completing form)</i>	Julie Sina
Title:	Recreation Director
Date Approved:	5/30/07

Human Resources Department Approval
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Name and Title:	Gloria McMahan, Classification and Compensation Manager
Date Approved:	05/30/07

If Bargaining:

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