

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB256 Administrative Assistant II
POSITION #/TITLE: 0371 Administrative Assistant II	Adopted: 07-97
	Revised: 11-11

POSITION DESCRIPTION

Dept: Public Works	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 06
Reports To Position #/Job Code #/JC Title: 0306/NB472/Administrative Services Supervisor	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 and 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.

Examples of Essential Work (Illustrative Only)

Prepares correspondences, reports, lists and other documents on computer as instructed and requested by other designated office personnel;
 Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
 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;
 Requisitions supplies and materials for the department as requested in accordance with Purchasing Services regulations;
 Helps organize and prioritize work assignments and may provide work direction to other support staff;
 Takes verbatim dictation and transcribes or prepares letters, minutes, reports and other related materials;
 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;
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 organize and prioritize work assignments;
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 course work in office management and data processing; and
Considerable experience in the performance of secretarial and administrative support; 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

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written and electronic materials and information;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to handle a variety of records and files and to operate a computer;
Sufficient personal mobility, with or without reasonable accommodation, 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>	Kyle Breon
Title:	Administrative Services Supervisor
Date Approved:	11-11

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

Human Resources Department Approval

Name and Title:	Heath E. Halverson, Classification & Labor Relations Program Manager
Date Approved:	11-11

If Bargaining:

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