

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB256 Administrative Assistant II
<b>POSITION #/TITLE:</b> 0073 Administrative Assistant II	<b>Adopted:</b> 05-07
	<b>Revised:</b> 01-09

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Utilities/Water Pollution Control	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 06
<b>Reports To Position #/Job Code #/JC Title:</b> 2430/NB356/Utilities 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> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Normal User Word, Power User 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 and related administrative support duties; 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. 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.

<b>Examples of Essential Work (Illustrative Only)</b>
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Performs personal and confidential secretarial duties for the Utilities Director as requested;  
Takes verbatim dictation and transcribes or prepares letters, minutes, reports, and other related materials;  
Develops and prepares correspondence, resolutions, ordinances, 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;  
Monitors and schedules phone system maintenance;  
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;

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;  
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 using program applications appropriate to assigned duties and responsibilities;  
Ability to maintain complex clerical records and prepare reports from such records;  
Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;  
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 accounting, 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.

<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>	Pat Ball
Title:	Utilities Director
Date Approved:	01-08

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

<b>Human Resources Department Approval</b>
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Name and Title:	Gloria McMahan, Classification and Compensation Manager
Date Approved:	01-08

**If Bargaining:**

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