

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB256 Administrative Assistant II
POSITION #/TITLE: 0506 Administrative Assistant II	Adopted: 05-07
	Revised: 01-09

POSITION DESCRIPTION

Dept /Division: Utilities/Water	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 06
Reports To Position #/Job Code #/JC Title: 2430/NB356/Utilities 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 Excel, Standard & Advanced Word); Typing Test
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of general office clerical, technical 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.

Examples of Essential Work (Illustrative Only)

Performs personal and confidential secretarial duties for a department 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 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 callers and visitors 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;
Good knowledge of departmental programs, policies and operations as applied to the work performed;
Good knowledge of modern office filing systems and procedures;
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;
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 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.

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

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

Human Resources Department Approval

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