

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB340 Executive Administrative Assistant
POSITION #/TITLE: 2367 Executive Administrative Assistant	Adopted: 09-06
	Revised: 05-14

POSITION DESCRIPTION

Dept: City Manager	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 09
Reports To Position #/Job Code #/JC Title: 2353/CN001/City Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard & Advanced Word, Standard & Advanced Excel; Typing Test
Personal Protective Equipment: None	

General Statement of Duties

Performs supervisory administrative support and project coordination duties for the Office of the City Manager; performs other related work as required for the office of the Mayor and Council members.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. This classification is distinguished from the classification of Administrative Assistant I, II and III by the performance of confidential administrative duties for the City Manager and coordination of assigned city-wide departmental activities. Supervision is exercised over the work of employees in the classifications of Administrative Assistant III and Customer Service Representative I within the City Manager's Office.

Examples of Essential Work (Illustrative Only)

Serves as primary administrative support person for the City Manager;
Serves as a liaison between the office of the City Manager, City Council and assigned City departments or the public;
Works cooperatively with other Administrative Assistant staff to the City Manager to facilitate city-wide activities and requests under the direction of the City Manager;
Assumes primary responsibility for coordination of activities in assigned program areas, such as special events, budget (hotel-motel tax allocations), public affairs, etc., as directed by the City Manager;
Provides front line/first response answers regarding the initiatives of the City Manager, Mayor, and City Council;
Follows up on citizen inquiries and concerns by conducting the appropriate research and then contacting the citizen to provide the appropriate information;
Participates in agenda planning and coordination activities for informal and formal City Council meetings; ensures that materials and information are available from assigned departments, and follows up on decision items, as needed;
Maintains daily calendar for the City Manager; may assist in maintaining Mayor's calendar;
Produces correspondence for the City Manager; may provide assistance to Council members, as directed;
Produces proclamations and corresponding media advisories for the Mayor;
May prepare various communication pieces for distribution to City employees, citizen groups, or the general public;

Coordinates and authorizes methods of distributing information, such as via e-mail, City website, mailing, etc., and may update and manage information on City's website for City Manager's office;
Prioritizes incoming mail to the City Manager's office to facilitate a timely response to urgent issues;
Attends meetings related to project work or to represent the City Manager's Office;
Performs fiscal related functions for City Manager Department including payroll and requisitioning supplies and materials;
Coordinates incoming invitations to Council and provides event information to Council;
Applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
Copies, packages and distributes a variety of written materials;
Conducts timely performance reviews and monitors performance and staffing needs;
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 and modern office filing systems and procedures, including electronic record management and website content management;
Thorough knowledge of administrative practices and the organizational structure of City government;
Good knowledge of current City initiatives and policies;
Ability to deal effectively with persons who are upset concerning an area of City policy;
Ability to structure the office environment to prioritize and properly address concerns from many different sources;
Ability to recognize issues or concerns which should be brought to the attention of the City Manager or Council members;
Ability to work with the City Manager, City Council and Department management on a confidential basis;
Ability to prepare accurate and reliable reports containing findings regarding specific meetings, assigned program areas and special projects;
Ability to provide project management support;
Ability to understand and follow complex oral and written instructions;
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 accredited college or university with an Associate's Degree in an Administrative Assistant program, pre-business program or related field; and
Considerable experience in the performance of administrative support duties, including considerable public contact and interaction with a variety of internal and external customers, preferably in the public sector; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Silver level Skills Advantage Work Ready certification preferred.

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 a computer;

Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.