



CITY OF CEDAR RAPIDS

Job Description

Administrative Assistant, Senior

DEPARTMENT

City Manager Office

REPORTS TO

Assistant City
Manager

DIRECT REPORTS

None

PAY PLAN

Non-bargaining

JOB CODE

NB011

JOB CATEGORY

Admin/Clerical

GRADE

A4

FLSA STATUS

Non-Exempt

POSITION TYPE

Full-time

PAY SCHEDULE

Bi-weekly

GENERAL SUMMARY

Performs a variety of general to complex administrative duties to support the Mayor and City Council. Assists visitors and the general public both in-person and on the phone. Has knowledge of City's policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Serves as primary initial contact for the Mayor and City Council; answers department telephone calls, receives and greets visitors to the office, and provides information to or refers callers and visitors to other appropriate departments or City personnel
- Maintains the Mayor's and Council's calendars; coordinates and schedules meetings as directed
- Interprets and applies City rules, policies, and regulations in accordance with prescribed procedures and guidelines
- Receives and processes receipts and invoices
- Prepares correspondences, reports, lists, and other documents as instructed and requested
- Coordinates and transcribes minutes for staff and various meetings; organizes and manages multiple filing systems; processes and distributes mail.
- Copies, packages, and distributes a variety of written materials as requested
- Gathers, assembles, updates, distributes, and/or files a variety of information, forms, records, and data including sensitive and confidential materials
- Requisitions supplies and materials for the department as requested in accordance to Purchasing Services regulations
- Performs related work as required

MINIMUM QUALIFICATIONS

Required Education and Experience

- At least two years of relevant college-level course work or an Associate's degree from an accredited college or university in Business Administration or a related field and
- One to three years of experience in administrative support and customer service or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

Required Licenses or Certifications

- None

Desired Qualifications

- None

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office procedures, methods, and computer equipment
- Public budgeting principles and practices
- Bidding requirements for purchases
- Departmental programs, policies, and operations
- Modern filing systems and procedures
- Business administration

Skills in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Customer service
- Leadership

Ability to:

- Work cooperatively and develop and maintain effective working relationships
- Meet schedules and deadlines of the work
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Organize and prioritize work assignments
- Learn new skills quickly
- Enter and retrieve information on a computer and update files and records