



## ADMINISTRATIVE SUPERVISOR

The City of Cedar Falls is seeking qualified candidates to test for and become certified on a promotional Civil Service hiring list for Administrative Supervisor. The list will be effective for two years from certification and interviews and selection will be completed from those certified during this timeframe. While the position may perform a variety of responsible secretarial, administrative, and supervisory duties in support of various city departments, a selection is expected mid-summer for an immediate opening within the City's Public Records Division within its Finance & Business Operations Department and support the Mayor and City Administrator. This individual receives direction from the City Clerk or department Director and exercises supervision over Administrative Assistants and/or Parking Attendants. Depending on qualifications, the expected offer will be in the \$57,720-\$72,155 range, including a full-time benefit package.

This position performs a variety of responsible secretarial, administrative and supervisory work in support of the above and duties may include preparing and editing documents and correspondence; providing information and assistance to the public regarding department policies and procedures; attending meetings; assisting in preparing meeting agendas, minutes and materials; assisting in the coordination of the City's register and records; issuing licenses and permits; and may supervise, train, monitor, direct, and evaluate administrative, clerical, and parking enforcement staff.

Duties will also include maintaining municipal records, distributing public records and information, and filing/processing documents in accordance with applicable local, state, and federal laws and regulations. This individual will oversee the integration and ongoing coordination of administrative activities for various divisions to minimize duplication and increase efficiencies involving other professional and administrative tasks. Duties may also include preparing invoices for payment, requisitioning supplies and materials; processing payroll and employment related items; assisting with and overseeing division cash receipts; and assist in analyzing and evaluating service data and software to formulate improvements for facilities, programs, and customer service.

Qualified candidates must have an associate degree in business, finance, management, or related field, or an administrative diploma from a higher education institute, AND two years of responsible secretarial, bookkeeping, financial, or public administration experience which includes some lead supervision. Completion of a position related questionnaire will be required after candidates meeting the above education and experience requirements are approved to test by the City's Civil Service Commission. Interviews are expected to follow in June upon certification of the hiring list. Successful completion of a post-offer, pre-employment physical and drug screen may be required of the selected candidate.

For consideration, submit a completed application (available from [www.cedarfalls.com/jobs](http://www.cedarfalls.com/jobs) or Cedar Falls City Hall), resume, and proof of education to [brenda.balvanz@cedarfalls.com](mailto:brenda.balvanz@cedarfalls.com) or mail to: City of Cedar Falls, Finance & Business Operations Dept., Attn: Brenda Balvanz, 220 Clay Street, Cedar Falls, IA 50613. Deadline for materials is April 24th at 4:30 p.m. Materials must include education, certifications, training, experience, skills, and abilities for the position to determine if minimum qualifications are met to test for the position. This information is strongly encouraged at the time of application and required before the hiring list is approved. Candidates are expected to be informed if minimum qualifications are met to test and of testing arrangements by the end of April/beginning of May.