

Federated Rural Electric Association

Executive Administrative Assistant

Position Description

Position Title: Executive Administrative Assistant
Reports To: General Manager
Supervises: None
Department: Executive
Date Issued/Revised: July 2019

POSITION PURPOSE

Perform complex and confidential administrative and secretarial functions in support of the general manager, other managerial staff, and the board of directors including meeting planning, preparing documents, gathering data and preparing reports, making travel arrangements, and coordinating activities.

RESPONSIBILITIES AND DUTIES

1. Coordinate the collection and distribution of reports and information for board meetings. Assist in the document preparation of meetings for board, committee and annual meetings. Handle meeting arrangements for board and committee meetings. Maintain official board records. Interact with board members regarding meeting logistics, travel arrangements, and responding to requests for information.
2. Prepare written correspondence, official minutes of board meetings and annual meetings, safety meeting agendas and minutes, rate book, various policy and procedure manuals, and other documents as requested by the general manager, board of directors and management staff.
3. Arrange for travel, lodging, and meeting reservations and registrations for the general manager and directors. May be asked to assist with other cooperative staff arrangements from time to time. Maintain records of travel itineraries and contact information.
4. Coordinate or assist in a variety of events and meetings for the cooperative, ensuring facilities, equipment, physical set-up and refreshments/meals meet the requirements of the event or meeting. Coordinate or assist in the coordination of social functions for employees and board members, annual meetings, and other employee and member events.
5. May assist in the administration of various human resources programs including the apprentice lineman program, drug and alcohol testing for commercial driver's license requirements, service and retirement awards, and acknowledgement of certain employee and board member life events. Maintain records, track seniority and other work records, order gifts, and communicate with management and employees.
6. Maintain filing system including but not limited too; confidential employee personnel files, purchase order files, apprentice program files, drug and alcohol testing files, training and education files, official board records and other files related to department activities.

7. Provide information and assistance to employees and or members. Research problems and initiate problem resolution. Interact in person, on the phone, via email, and through other written correspondence.
8. Keep list of linemen on call. At close of each day, switch phones to dispatcher and provide the names of linemen on call. Keep after hours line crew schedule updated and available.
9. Open, sort, and distribute incoming mail for the cooperative. Serve as main receptionist, answering phone calls and directing calls to appropriate parties or taking messages.
10. Order and maintain office supplies.
11. Stay abreast of the rural electric industry and cooperative goals and objectives. Maintain skills by attending training and conferences, reviewing publications, and establishing professional networks.
12. Any other duties as assigned.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB CRITERIA

Education and Experience

Knowledge is typically acquired through a high school education or GED and 5 years of experience in administrative and secretarial functions. An Associate's degree in business administration or related field from a vocational or technical school or a community college preferred.

Job Knowledge

Knowledge of word processing and spreadsheet computer applications. Knowledge of office operations and procedures, meeting and event planning, and business English, spelling, and math.

Skills and Abilities

Ability to operate a personal computer and related software. Business writing, editing, and proofreading skills. Ability to maintain files, prepare reports, and write business correspondence. Ability to effectively respond to questions from managers, employees, members, vendors, board members, and the general public. Ability to plan and organize work, handle multiple priorities and work with minimal supervision. Ability to handle confidential and sensitive matters with discretion and keep sensitive information confidential. Ability to develop effective working relationships with supervisors, co-workers, members, vendors, and the public. Must be able to represent the cooperative in a positive and professional manner.

Working Conditions

This job operates in a professional office environment with normal office conditions. May travel to business meetings and conferences and attend meetings outside regular business hours.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities and job criteria may change as needs evolve.