

CANEY FORK ELECTRIC COOPERATIVE

POSITION DESCRIPTION

EXECUTIVE ASSISTANT

I. OBJECTIVES

- A. To develop an increasing understanding of the Cooperative, the Rural Electrification Program, and Federal Power Programs, and to do all possible to obtain increased understanding and support for these programs in all contacts.
- B. To protect and enhance the reputation and public image of the Cooperative and its staff.
- C. To contribute in every way possible to high morale, teamwork, and helping others obtain job satisfaction.
- D. To assist the General Manager and further his work by skillfully performing administrative and confidential secretarial duties and promoting efficient office operations.
- E. To perform all duties and exercise all delegated authorities in a manner which recognizes fully that the General Manager's office, by its very nature, is the most sensitive position in the Organization since the General Manager is charged with the responsibility for the Cooperative's total operation, including its most difficult problems whenever they occur.
- F. To take appropriate advantage of all opportunities to develop and maintain effective coordination between the General Manager's office and the Cooperative membership, Board, Staff, related Governmental Agencies, Associations, and the General Public.

II. REPORTING RELATIONSHIPS

- A. Reports To: General Manager.
- B. Supervises:

III. ESSENTIAL RESPONSIBILITIES AND AUTHORITIES

A. Performs the Following Activities

1. Composes routine correspondence for signature and review all incoming correspondence for proper disposition.
2. Schedules appointments, makes local and out-of-town travel arrangements, hotel reservations, etc. for the general manager, staff, and board of directors.
3. Answers and places telephone calls and supplies needed information from various sources when required.
4. Keeps as well informed as possible about the Cooperative and the Cooperative's policies, plans and programs.
5. Participates in staff meetings and in Cooperative employee meetings.
6. Participates in workshops and other training programs, whenever possible, to improve secretarial and office skills.
7. Keeps working area neat and orderly at all times.

B. Responsibilities to the Board of Directors

1. Prepares regular notice of the meetings of the Board of Directors and other board committees as directed by the General Manager.
2. Assembles the final draft of all data for board meetings and other materials required.
3. Attends, records, and reads minutes of all board meetings, annual membership meetings and other meetings as required; maintains file of all these minutes and exhibits to these minutes and maintains index to same, all on a confidential basis.
4. Is responsible for the selection and ordering of gifts and floral arrangements for the Board and General Manager.
5. Prepares itinerary and makes travel arrangements and hotel reservations for board members as required.
6. Maintains record of terms of office for individual board members.

7. Requisitions expense advance and/or travel expense for board members as directed; reconciles expense reports for same.
8. Keeps board's meeting room and work area ready for accomplishment of duties.

C. Responsibilities to General Manager

1. Handles for the General Manager in person, by videoconference, telephone or by letter, communications with the Board of Directors, membership, officials of other rural electric cooperative, officials of Federal, State, County and Municipal Government Agencies, invited guests, official visitors, associations and civic organizations, and the general public; maintains effective liaison with same at all times.
2. Anticipates General Manager's decisions on routine matters and prepares replies accordingly for his signature to all correspondence possible.
3. Establishes and maintains personal files for the General Manager, periodically reviewing these files to dispose of obsolete material.
4. Makes appointments, keeps a schedule and monthly calendar for the General Manager and keeps him advised of programs, meetings, and reports for which he is responsible and reminds him of deadlines.
5. Personally greets all visitors to see the General Manager both those who have appointments and those who do not; escorts them to his office and provides some means to help occupy the time for those who must wait for an extended period of time and displays tact at all times in serving as a "buffer" in screening calls and visitors to the General Manager's office.
6. Opens, reviews, and screens all mail routed to the General Manager and uses good judgment in placing in order of importance; removes and answers that which the assistant can handle; routes correspondence to appropriate persons; proofs all material to assure that it is ready for the General Manager's signature.
7. Signs, for the General Manager, correspondence and other data requiring his signature during his absence.
8. Schedules staff appointments and consultations with the General Manager.
9. Collects, assembles, and analyzes data for reports, presentations and records. Assists with the drafting of speeches, presentations and memos to be presented by the General Manager.

10. Requisitions expense advance and/or travel expense for the General Manager and reconciles expense reports.
11. Conducts research, with the assistance of the appropriate persons, departments and/or sections to obtain information on billings, cash payments, work order preparation and construction, power interruptions, work schedules, etc. for the General Manager in answering member complaints and inquiries; frequently prepares written replies to same for General Manager's signature.

IV. OTHER RESPONSIBILITIES AND AUTHORITIES

A. Performs the Following Activities

1. Prepares and distributes all cooperative policy bulletins and operating bulletins after coordinating with department directors and approved by General Manager.
2. Makes arrangements, prepares agenda, and collects items for staff meetings.
3. Accepts and discusses member complaints, resolving those that the assistant can and referring others to the proper person or department.
4. Maintains a general knowledge of the cooperative's total operations including the work of all executives and supervisors.
5. Establishes and maintains a file of all policies, procedures and pertinent publications such as RUS bulletins, TVA reports and monthly cooperative reports, etc.
6. Keeps personnel records on all employees and maintains the confidentiality of said records.
7. Prepares RUS reports, OSHA and Affirmative Action reports as necessary.
8. Maintains files on all purchase orders and receiving records and checks these against each other periodically before forwarding on to correct departments.

SPECIFICATIONS

EXECUTIVE ASSISTANT

EDUCATION: High school diploma or equivalent required. Two-year associate degree in the field of business or management preferred. Additional business education including proficiency in finance/accounting, typing, English, office machines and computer literacy preferred.

EXPERIENCE: Three years of general secretarial experience, preferably in the utility industry.

JOB KNOWLEDGE: Knowledge of company policies and procedures desirable. Should have an excellent command of grammar and the English language in written and spoken communication. Should have a working knowledge of financial statements, statistical analysis, and RUS guidelines for utility accounting. Should also possess a working knowledge of general office procedures, record keeping, and filing systems.

ABILITIES AND SKILLS: Physical: Position requires occasional lifting/carrying of weights up to 20 pounds. Must have the ability to operate or have the ability to learn how to operate various types of general office equipment including the computer, calculator, typewriter, copier, telephone equipment and facsimile machine. Position requires frequent sitting for long periods of time and use of one or both hands. Position requires occasional bending and/or stooping and reaching above head. Must have valid Tennessee standard driver's license.

Mental: Position requires math skills used in simple arithmetic; fractions, decimals, and percentages; algebra; measurement; and probability and statistics. Position requires the language skills used in forms comprehension; reading comprehension; technical reading comprehension; forms completion; report preparation; and writing. Position requires the analytical/perceptual skills of planning and organizing; analyzing; estimating; monitoring; troubleshooting; and innovation. Position requires the technical skills needed in the use of machines and equipment; graph and table preparation and/or reading; and computer literacy. Position requires the interactive skills needed to work on a one-to-one basis; work in or with groups;

contact with the customer; and contact with the public. Position has exposure to and requires discreteness regarding highly confidential information relative to the cooperative's plans, records, and reports that are restricted to a limited number of specific employees. Position requires the ability to meet deadlines under pressure.

**WORKING
CONDITIONS:**

Work is primarily inside with temperatures moderated by a heating and/or cooling system and some exposure to noise normally not exceeding that of standard office equipment. Position involves occasional exposure to mechanical hazards and work at heights of no more than 10 feet. Position requires some travel, overtime, weekend, or night work.

IMPORTANT:

This position description is not intended to be all-inclusive; other reasonably related job responsibilities may be required as assigned. The frequency at which responsibilities and authorities are performed is an estimation and may also be adjusted based on need.

The cooperative reserves the right to revise or change job duties as the need arises. Management reserves the right to change position descriptions, job duties, or working schedules as needed.

This position description does not constitute a written or implied contract of employment.

REVISED: February 27, 2023