

ORCAS POWER AND LIGHT COOPERATIVE

JOB DESCRIPTION

Job Title: Executive Assistant I	Department: Management
Reports to: General Manager	

General Statement of Duties

An Eastsound based, non-bargaining, full time position that performs clerical, administrative and coordination duties for the general manager and board of directors.

Primary Functions

The principal responsibilities include, but are not limited to, performing clerical and supporting office duties, organizing monthly board meetings, distributing monthly board reports, taking board minutes, contributing to the cooperative's annual meeting and other co-op events, and assisting the general manager and board of directors with day to day functions and activities. Additionally, this position shall serve as back up support for the management team and support other departments as needed.

Level of Authority

The work is performed under the direct supervision of the general manager, but leeway is granted for exercising independent judgment and initiative. This is not a supervisory position.

Work Environment

Work is primarily performed in a variety of general office indoor settings; however, travel to and from other offices and training venues will be required. Some work may be performed outdoors under various conditions of weather.

Essential Job Functions

Administrative:

- ☐ Work with the general manager on a variety of assigned tasks and projects;
- ☐ Prepare emails, letters, memos, reports, forms and related material at the request of the general manager and/or the board of directors;
- ☐ Establish and maintain management and company files as appropriate;
- ☐ Create and update organizational calendar in SharePoint;
- ☐ Help create and maintain master documents including but not limited to bylaws, tariffs, member service policies and OPALCO policies, including obtaining proper signatures and distribution;

- ☐ Attend meetings, conferences and trainings, and review appropriate materials to become and remain current on the principals, practices and new developments in assigned work areas;
- ☐ Maintain office machines, including troubleshooting problems and contacting vendors for supplies and services; maintain, order and organize office supplies for company;
- ☐ Monitor website content related to General Manager and Board, reporting updates and changes to Communications Team;
- ☐ Take on special projects at the request of management or board of directors;
- ☐ Respond and report to offices to support call-outs and emergency situations on an as-needed basis;
- ☐ Perform other duties as assigned.

Board Related:

- ☐ Create monthly board reports, including collecting and editing departmental reports, copying and distribution;
- ☐ Make board meeting arrangements, including advertising, location, refreshments, lunch, transportation and the taking and transcribing of minutes;
- ☐ Make travel arrangements for board members and management as requested;
- ☐ Handle miscellaneous needs of board members, including registration, reservations, travel, and written reports;
- ☐ Coordinate board committees as assigned.

Employee Appreciation and Workplace Culture

- ☐ Convene a staff committee to create and implement employee appreciation programs including but not limited to years of service recognition, Field Day events, Lineworker Appreciation, summer picnic, retirement and other events.
- ☐ Manage FR clothing program for lineworkers;
- ☐ Create a positive workplace culture that promotes employee satisfaction and harmony.

Annual Meeting:

- ☐ Actively support the annual meeting including but not limited to coordinating the nominating committee for board elections; supporting staff on logistics, procurement and catering; attending all annual meetings, taking meeting minutes and providing support as directed.

Human Resources:

- ☐ Assist Management with organizing and maintaining personnel files, hiring processes and related areas of confidentiality and communication;
- ☐ Assist Management with maintaining interview files;
- ☐ Assist Management with the updating of job descriptions.

Records Information Management:

- ☐ Maintain Records Information Management (RIM) database and files, including oversight of records destruction;
- ☐ Coordinate with other departments to ensure all records are maintained in accordance with federal and state regulations.

Required Knowledge, Skills and Abilities

- ☐ Essential to maintain confidentiality of co-op affairs including legal and personnel issues and operate with complete integrity;
- ☐ Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- ☐ Ability to understand and follow oral and/or written policies, procedures and instructions;
- ☐ Ability to type with reasonable accuracy and rate of speed;
- ☐ Ability to work effectively with management and staff from all departments in order to complete tasks as assigned;
- ☐ Good working knowledge of personal computers and Microsoft Office software with a willingness and ability to learn other software programs specific to the industry and assigned projects;
- ☐ Knowledge of standard office practices and procedures, as well as the ability to use standard office equipment;
- ☐ Ability to be flexible, organized, decisive and to take the initiative in problem solving;
- ☐ Ability to deal with a broad range of personalities, including those who may be upset or angry about an issue involving OPALCO's practices or policies;
- ☐ Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- ☐ Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- ☐ Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- ☐ Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Desired Distinguishing Characteristics

- ☐ Ability to use logical and creative thought processes to develop solutions according to written specifications and/or written/oral instructions;

- ☐ Creative problem solving skills, ingenuity and inventiveness while performing required and/or assigned tasks;
- ☐ Ability to speak clearly and effectively in public.

Acceptable Experience and Training

- ☐ High School diploma or equivalent required; college degree desirable;
- ☐ Minimum of five years experience in office work or related field;
- ☐ Any equivalent combination of experience, education and/or training that provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications
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- ☐ Must acquire and maintain a first aid/CPR card;
- ☐ Must have and maintain a valid Washington State driver's license.

Essential Physical Abilities

- ☐ Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with management, consultants, and other employees, in person or over the telephone and radio;
- ☐ Sufficient vision, with or without reasonable accommodation, which permits the employee to read reports, printouts, numeric data and a computer screen;
- ☐ Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer and related equipment, and access files;
- ☐ Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permit the employee to function in a general office environment and, on occasion, sit for extended periods of up to an entire shift.

Approved: _____ Date: **October 14, 2018**
Foster Hildreth, General Manager