

# ALBEMARLE ELECTRIC MEMBERSHIP CORPORATION

## ADMINISTRATIVE ASSISTANT

### Position Description

**Reports To:** EVP and General Manager  
**Supervises:** None  
**FLSA Status:** Non-Exempt  
**Review Date:** March 1, 2018

#### **I. OBJECTIVES:**

- A. Provides full administrative support to the Executive Vice President and General Manager in all his relationships with the Board of Directors and Management Staff, assisting in and carrying out special projects, assignments, and related organizational activities, through the internal and external flow of communications and documents.
- B. To provide efficient and accurate secretarial, clerical, and technical assistance to support Staff in achieving their goals.
- C. To assist and support other departments as necessary for technical matters.

#### **II. POSITION REQUIREMENTS:**

- A. Education – A two year degree in a related field is required. Experience and training may be accepted in lieu of education requirements.
- B. Experience – Experience and/or education must be sufficient to assure competency in computerized inventory techniques, procedures, and practices. Attention to detail, organization, and good oral communication skills required. Must be able to use office equipment such as computer, keyboard, copier, printer, etc. Must have knowledge of Microsoft Windows and the “Microsoft Office” software suite.
- D. Working Conditions – Must be able to report to work in all weather conditions, which may include around-the-clock operations. Works in an office environment at a workstation and communication console. Requires good finger dexterity, and repetitive motions with hands and fingers. Must be flexible and able to report to work prior to 8:00 a.m. or work additional hours when necessary.
- D. Safety Training – Employees shall be trained in and familiar with the safety related work practices, safety procedures and other safety requirements in the Cooperative’s safety manual that pertain to their respective job assignments. Employees shall attend regularly scheduled safety training meetings for training in all areas that pertain to their respective job assignments. Employees must be able to exhibit a fundamental

knowledge of basic first aid, cardiopulmonary resuscitation, and be able to initiate the emergency May-day procedures. All employees are subject to random drug and alcohol testing consistent with DOT regulations and AEMC policies.

**III. RESPONSIBILITIES:**

- A. Provide administrative support for the EVP and General Manager, Board of Directors, and Management Staff.
- B. Carry out a variety of activities that require attention to detail and organizational skills. Must be capable of multi-tasking and maintaining productivity and efficiency.
- C. Attend monthly Board of Directors and provide information as requested by the General Manager.
- D. Assemble the monthly Board packet, make travel arrangements for Board members, assist with iPad needs, maintain and assemble Director 990 information, and other tasks as needed by the Board of Directors.
- E. Prepare minutes for Board of Directors meetings, maintaining and protecting records of such meetings, preserving confidentiality when essential.
- F. Assist with the development of the departmental budget to make sure administration's objectives are met and help monitor expenses to ensure compliance with budget.
- G. Work with the Engineering Department to ensure easements are recorded in the appropriate Register of Deeds office. Maintain the easement log, proper storage, and access of recorded easements.
- H. Become and then maintain certification as a Notary Public.
- I. Assist with the preparations and planning of Co-op events.
- J. Help maintain the Co-op's vending machine, keeping records of the proceeds, stocking inventory, and arranging for any needed maintenance.
- K. Review and proofread internal and external correspondence and other materials to ensure that they are accurate and grammatically correct.
- L. Assist during major power outages by manning incoming telephone lines and recording power outage information as requested.
- M. Sort the Co-op's mail and distribute to proper employee's mail boxes.
- N. Order and dispense office supplies as necessary for regular and special needs.
- O. Maintain information on company provided cellphones, insuring billing accuracy and other assistance as directed by the General Manager.
- P. Make travel arrangements for employees and directors as directed by the General Manager.
- Q. Schedule use of the Co-op's auditorium with outside entities, assisting as needed during their setup and being available for questions, etc., while they are on site.

- R. Serve as the Cooperative's Records Custodian.
- S. Performs other administrative support duties as directed or required.
- T. Participates in annual meeting as required.
- U. This list of duties and responsibilities is not intended to be all-inclusive and can be expanded to include other duties or responsibilities that management deems necessary.

**V. RELATIONSHIPS:**

Communication involves securing or furnishing factual information; resolving or adjusting complaints and misunderstandings; gaining acceptance and understanding of AEMC programs, policies, or services; and reaching or adjusting contracts or working agreements through persuasion and/or negotiation and bargaining. Listening to others to ensure complete understanding is a high priority.

- A. Internal – Communicates with supervisor, co-workers, other departments, and Board of Directors in person, via telephone, e-mail or other written communication.
- B. External – Communicates with cooperative members, the general public, Online Security and Collections, vendors, and various professional organizations.