

**SHELBY ENERGY COOPERATIVE  
POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Executive Assistant	<b>LOCATION:</b>	Executive
<b>FLSA STATUS:</b>	Non-Exempt	<b>EEO CODE:</b>	05
<b>REPORTS TO:</b>	President and CEO	<b>NRECA JOB CODE:</b>	17A

**GENERAL SUMMARY:**

Under the supervision of the President and CEO, perform a broad range of administrative and executive support functions to support the work of the President and CEO. Work includes preparing reports, correspondence, regulatory documents, and minutes, handling meeting preparation and follow-up. The ability to maintain confidentiality of work is essential.

**ESSENTIAL DUTIES AND TASKS:**

1. Provide administrative support to the President and CEO, including:
2. Compose and answer routine correspondence for signature and/or review by the CEO.
3. Receives calls for the CEO when unavailable and communicate messages promptly.
4. Establish and maintain in good order all necessary files for the CEO, including confidential files.
5. Perform special projects for the CEO to assist in the effective performance of his/her responsibilities.
6. Perform a variety of administrative functions to assist the Board of Directors execute their duties.
7. In direct consultation with CEO, prepare all material pertaining to monthly Board meetings and deliver to each director.
8. Assemble monthly books, setup meeting rooms and arrange meals/refreshments as necessary.
9. Arrange travel, lodging and meeting reservations for CEO, Board and Attorney; maintain accurate calendar of upcoming events; advise CEO, Board and Attorney.
10. Prepare the Board and Attorney expense reports, provide to CEO for approval and submit to accounting for payment/reimbursement.

11. Maintain complete confidentiality and control access to all information learned and gathered on behalf of the CEO, Board of Directors, Attorney and other management staff.
12. Assist with review and preparation of board policies for presentation to the Board.
13. Provide general support services to other management staff as directed by the CEO.
14. Assist with coordination of loan and applications or filings with regulatory agencies as needed.
15. Coordinate processing of routine tariffs, rules and regulations and other basic filings with the PSC as needed.
16. Assist with planning of annual operating budget for CEO, Board, and Attorney; prepare related reports.
17. Maintain scheduling for the up-stairs conference room.
18. Schedule use of the board room and verify supplies are stocked for various meetings.
19. Order standard office supplies and maintain adequate inventory.
20. Pickup, sort and deliver daily mail to appropriate employees.
21. Deliver daily bank deposit, pickup change and handle other cash needs, as needed.
22. Coordinate use of a company vehicle for inside and other employees.
23. Coordinate maintenance and supplies for office copiers, submit monthly readings for invoicing and verify primary copier is stocked with paper daily.
24. Assist with travel and meeting accommodations for employees, as requested.
25. Assist with employee meetings, special events and other assemblies, as needed.
26. Assist with annual meeting committees and other activities required by the CEO.
27. Attend various meetings, take notes and prepare minutes and/or notes in a timely manner.
28. Attend various conferences, seminars and other training as directed by CEO.
29. Participate in CPR training and other safety training as needed.
30. Assist during major outages or emergency situations.

31. Attend and participate in the annual meeting as directed.
32. Perform other projects or activities as required or assigned.

### **WORKING CONDITIONS:**

General office environment. Regular work hours, however; occasional overtime and overnight travel may be necessary.

Shelby Energy Cooperative, Inc. wishes to be in full compliance with the American's with Disabilities Act. In accordance with the act, we will make reasonable accommodations to any person who needs such accommodation whether a new hire or a current employee, assuming that the employee is fully qualified for the position. In order to maintain a safe working environment, each Shelby Energy employee shall:

Adhere to Shelby Energy's Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations;

Attend and participate in Shelby Energy Safety Meetings as assigned;

Comply with all NESC, OSHA, DOT, PSC and Federal Motor Carrier regulations;

And take responsibility for their own safe work practices and the safety of others.

### **EFFORT:**

Must be able to see, hear, and speak. Reaching, stretching, bending and regular use of fingers for entering/keying data are a routine part of the job. Must be able to lift, move and carry up to thirty-five (35) pounds, which may be accommodated. Work requires sitting for long periods of time and working at a computer screen. Must be willing and able to work with detail. Daily contact with co-workers, members and vendors.

### **MACHINES, TOOLS, EQUIPMENT:**

Computer, printer, calculator, copy machine, scanner, fax machine and telephone.

### **MINIMUM QUALIFICATIONS:**

High school graduate or equivalent required. Post-secondary education or Associate degree in office management, business administration or related field is preferred. Three years of experience in general office procedures, bookkeeping and computer skills are desired. Demonstrate proficiency working accurately with numbers. Must be well organized, personable and able to exercise discretion and use sound judgment in dealing with people and confidential information.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job. Must be able to pass any required drug test and new hire physical examination.

Must be able to maintain complete confidentiality of any information encountered.

**SPECIALIZED SKILLS AND KNOWLEDGE:**

- Must have good computer knowledge and skills.
  - Must be able to use business software packages, applications within Microsoft Office, Excel, Power Point, Adobe Acrobat, etc.
  - Must have attention to detail, organization and oral communication skills.
  - Must be able to compose correspondence and develop reports.
  - Must be able to handle fast-paced and hectic work environment while meeting deadlines.
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- **The Cooperative reserves the right to revise and alter this job description as needed.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Created: 08/14  
Revised: 02/16 04/17