

VALLEY ELECTRIC ASSOCIATION, INC.

JOB DESCRIPTION

I. IDENTIFICATION

- A. Title: **Administrative Assistant 2**
- B. Department: Administration
- C. Reports To: Executive Administrative Assistant

II. OBJECTIVES

The Administrative Assistant is responsible for providing advanced, diverse and complex administrative support to the Executive Administrative Assistant and the Association's Executive Team. Other responsibilities include analytical, economic and operational projects that support the Association's business and strategic mission.

III. KEY RESPONSIBILITIES

Primary Responsibilities:

- a. Supporting the Executive Administrative Assistant and the Association's Executive Team by independently acting on requests for information, referrals, or other administrative needs.
- b. Provides secretarial and administrative support to the Executive Administrative Assistant and the Association's Executive Team by accomplishing administrative tasks, keeping distractions to a minimum, anticipating their needs, enabling them to concentrate on business initiatives.
- c. Recognizing and assuming responsibility for diverse, complex administrative, analytical, economic and operational projects in support of the Cooperative's business and strategic needs.

Daily Responsibilities - Depending upon specific skills, experience and company needs, may perform any or all of the following:

- a. Assumes responsibility for special projects. Assists in developing and maintaining tracking systems and progress reports.
- b. Serves as secretary to take, transcribe and distribute meeting minutes.
- c. Represents the Executive Administrative Assistant and the Association's Executive Team, following up on assigned projects and/or reports. Acts as liaison between

Executive Management and direct reports on routine matters, including follow up on assignments, obtaining information and/or providing status reports.

- d. Performs administrative functions in support of the Executive Administrative Assistant and the Association's Executive Team, including maintaining and coordinating schedules, making travel arrangements and preparing itineraries, preparing drafts of correspondence, presentations, spreadsheets, databases and reports.
- e. Oversees preparation of all documents for meetings including agendas, notices, minutes, reports, communication packets, presentations and other documentation; attends meetings as necessary to resolve outstanding issues.
- f. Provides assistance with the Cooperative's records retention program.
- g. Provides for an organized work environment by disseminating, tracking and maintaining information/data and implementing appropriate organizational systems; participates in major overhauls of organization.
- h. Participates in community events, represents the Cooperative as an organization that is actively involved in the community; assists in managing the Cooperative's contributions to nonprofits.
- i. Gathers and analyzes business data and information and prepares reports and recommendations.
- j. Upon request, attends meetings with Executive Administrative Assistant and the Association's Executive Team and follows up on all requests for information and/or action required of them.
- k. Assists with set up, maintenance and distribution of various files including Board and Committee files.
- l. Responsible for assisting in scheduling and overseeing events at both the Valley Conference Center, and the Las Vegas Business Center, including maintaining the official building calendar. Will coordinate with other departments as needed.
- m. Assists with the scheduling of the various rooms at the Pahrump location for use by VEA Staff and Ambassadors.

IV. RELATIONSHIPS

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors in a professional manner.

Inside the organization:

- a. Reports to: Executive Administrative Assistant

- b. Executive Management Team
- c. Fellow Employees

Outside the organization:

- a. Members/Consumers – Providing prompt, courteous service and information.
- b. Vendors and solicitors contacting a Cooperative representative.
- c. Contractors providing services for VEA.

This job description in no way implies that the duties and responsibilities listed herein are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as instructed by the manager and/or supervisor.

V. AUTHORITIES AND ACCOUNTABILITY

- a. The Administrative Assistant shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.
- b. (S)He should remember that (s)he is accountable to the management of the Cooperative for the efficient performance of these responsibilities and that, although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities will be with this employee.
- c. (S)He is encouraged to use initiative and judgment in making decisions, remembering that the Cooperative's best interest can be affected by his (her) actions.
- d. (S)He should feel free to make suggestions for the improvement of operations and efficiency.
- e. (S)He shall secure the approval of the Executive Administrative Assistant and/or other designated supervisor in making decisions when policies are not clear or require interpretation.
- f. (S)He shall keep abreast of issues, work and special projects being accomplished and to keep staff informed about the Cooperative's plans and programs.

VI. SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associates Degree and three years experience of increasing responsibility in an administrative support position in an executive environment. Four year college degree in a related field highly desired.

Working Skills and Abilities: Strong personal computer skills (MS Office Suite), working knowledge of contemporary general office methods, demonstrated skills in researching and evaluating business/financial/economic data and making solid business decisions/recommendations, ability to assume responsibility for a wide variety of projects including planning and coordinating and following through to completion, general accounting/financial analysis skills sufficient to analyze and report on financial data, very effective people skills including public speaking, ability to work effectively with people of diverse cultures, ability to maintain absolute discretion and confidentiality over highly sensitive company and executive information, effective organizational skills and the ability to handle multiple activities with changing priorities simultaneously, strong time management skills.

Language Skills: Ability to read and interpret technical information and documents with the ability to write routine reports and correspondence. Demonstrated skills and ability in writing, spelling, grammar, editing and proofing; effective oral and listening communications skills.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must have a solid knowledge of business math, to include percentages.

Reasoning Ability: Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to use independent judgment in problem solving.

Other Skills, Abilities and Requirements: Must be able to work independently and effectively manage own schedule. Working knowledge of all office procedures and equipment. A current driver's license. Must be flexible, organized, decisive, and able to take the initiative in problem-solving. Must have a pleasant telephone voice, be well-groomed and demonstrate the ability and personality to effectively work with the members and the public, and promote a pleasant working atmosphere among associates.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee may be required and must have the ability to lift and/or move up to 25 pounds, and occasionally lift and/or move more than 25 pounds. This position requires the ability for finger dexterity, good vision, good hearing, and ability to speak. Must have the ability to interact continuously with others via verbal and written communication

Work Conditions: Work is performed in a variety of indoor settings, including office and community settings with vendors, customers, and employees. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Accepted
by Date:

Employee

Date:

Manager