**Empire Electric Association, Inc.**

Job Description

**JOB TITLE: Engineering & Operations Secretary**

EXEMPT: No JOB CODE: 32-2522

SALARY LEVEL: $17.03 - $27.83 Hr. DIVISION: Clerical

SHIFT: Part Time DEPARTMENT: Engineering

LOCATION: Cortez, CO REPORTS TO: E&O Manager

PREPARED BY: Shawna McLaughlin WAGES AS OF: 01/01/2023

APPROVED BY: Ken Tarr DATE PREPARED: 11/21/2022

**SUMMARY:**

To perform a wide range of administrative and office support activities for managers and supervisors to facilitate the efficient operations of the organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. If other duties are assigned, employee shall have knowledge of area or be given training for other duty.

* Facilitates the Distributed Energy Resource (DER) application process from initial application to net meter installation.
* Provides prompt and clear communications to members and installers regarding DER application status.
* Monitors all legal and regulatory requirements to ensure the DER application, policies, and practices of the cooperative are compliant.
* Tracks all necessary data to meet reporting requirements to requesting entities for DER applications.
* Greets members and answers telephone calls.
* Gives information or routes members to appropriate employees and places outgoing calls.
* Establishes priority of work received, schedules work and meets deadlines.
* Maintains confidentiality in all aspects of member, staff, and organizational information.
* Clerical duties to include, but not limited to, scanning, photocopying, filing, faxing, and mailing.
* Maintains electronic and hard copy filing systems for organizational documents.
* Creates and modifies documents such as correspondence, reports, forms, letters, and emails using word processing, spreadsheet, database, and Microsoft Office.
* Conducts research, compiles data, and prepares documents for consideration and or presentation which include charts, graphs, and other visual aids to managers and staff.
* Supports staff in assigned project-based work.
* Prepares agendas for, compiles, transcribes, and distributes minutes of meetings.
* Arranges travel schedules and reservations for all personnel.
* Reconciles credit card statements for credit cards used by employees.
* Assists with cost comparisons.
* Assists with obtaining and filing easements.
* Assists with Monthly Construction Reports and Board Reports.
* Works with the accounting department to ensure accuracy of all documentation.
* Assists in special event planning such as Christmas parties, employee appreciation, annual meetings and any other events assigned.
* Assists the Executive Secretary as needed.

**SUPERVISORY RESPONSIBILITIES:**

Does not supervise employees.

**QUALIFICATION REQUIREMENTS:**

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.

**EDUCATION and/or EXPERIENCE:**

An Associate Degree in secretarial science, business administration, a related field or certificate is preferred. Combined experience/education as substitute for minimum experience may be considered.

Job Knowledge: A thorough knowledge of general office practices and procedures required. Special knowledge as it relates to this position in management, human relations, secretarial science, and treatment of confidential information is desirable.

**ABILITIES AND SKILLS:**

* Have the ability to organize work to meet deadlines.
* Must have a working knowledge of personal computers and be able to use various computer software applications such as MS Word, PowerPoint and Excel.
* Must be able to work with a variety of people individually or in groups under varying circumstances.
* Must have excellent verbal and written communications skills.
* Must have the ability to prioritize and coordinate multiple projects simultaneously.
* Must be able to understand and follow directions.
* Must be able to handle confidential and sensitive materials in a responsible manner.
* Must be able to compose reports, correspondence and minutes.
* Must have the ability to type accurately and check documents for accuracy when completed.
* Must have the knowledge of the alphabet for correct filing skills.
* Must be able to effectively work with all levels of staff, employees, and the Board of Directors.
* Ability to operate a 10-key adding machine.

**LANGUAGE SKILLS:**

* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, policies, and procedure manuals.
* Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:**

* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

**REASONING ABILITY:**

* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

 A valid Colorado driver’s license is required.

**PHYSICAL DEMANDS:**

The physical demands 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.

The activities of this position require the employee to be able to lift 25 lbs. and carry it for 100 feet on an occasional basis. There will be continuous waist-level reaching where the employee will be reaching for items around the desk. Occasionally the employee will have to reach below to get an item from a file drawer. Employee will be pushing and pulling or moving chairs and tables around. In using the personal computer, getting things from around the desk, being on the phone, and doing other tasks, the employee will be twisting and rotating continuously. Occasionally the employee will have to stoop or bend to get items from bottom of shelves or the floor. The employee will be kneeling occasionally in order to do a task on the floor or to access items from lower drawers and shelves. The employee must practice office safety procedures and occasionally wear a hard hat.

On an average day, the employee will be standing, walking, and sitting. The latter is composed of being on the phone, on the computer or in meetings. Employee must be able to read, see on the computer and be able to drive. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

**EMOTIONAL/MENTAL DEMANDS**

There will be a continuous need for meeting deadlines in this position. Note: Individual must possess and maintain the mental and physical competencies necessary to perform the duties of this position.

**WORK ENVIRONMENT AND CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Usual office conditions. Night meetings and occasional overtime required.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. AN EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES AS ASSIGNED BY IMMEDIATE SUPERVISOR AND OTHER MANAGEMENT AS REQUIRED.

**EMPIRE ELECTRIC ASSOCIATION, INC. RESERVES THE RIGHT TO REVISE OR CHANGE THE JOB RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.**

**Applicants chosen will be subject to medical examination or WorkSteps evaluation, drug screen and criminal background check.**