

KODIAK ELECTRIC ASSOCIATION, INC.

POSITION GUIDE

POSITION TITLE: Executive Assistant	
DEPARTMENT: President/CEO	REPORTS TO: President/CEO
FLSA STATUS: Part Time Exempt Position	POSITION GRADE: 7
APPROVED BY: _____ <i>President/CEO</i>	_____ <i>Date</i>
RECEIVED BY: _____ <i>Employee</i>	_____ <i>Date</i>

I. OBJECTIVE

To provide efficient and effective administrative functions to the President/CEO and to provide assistance and support to the Board of Directors and department managers in a manner that promotes safety, quality, productivity, morale and service to KEA members.

II. REPORTING RELATIONSHIP

- A. **Reports to:** President/CEO
- B. **Supervises:** Directs others. No line authority.

III. RESPONSIBILITIES AND AUTHORITIES

1. Prepares necessary documentation and supplemental material for the board packets and agenda for all board and committee meetings. Provides notice of meetings as directed.
2. Records, prepares, maintains, and distributes minutes of all board meetings, labor/management meetings, and staff meetings as requested.
3. Prepares correspondence, documents, and reports for the President/CEO, board members, and department managers as requested.
4. Maintains voting record of board actions and handles special projects and research as requested by board members.

5. Plans and coordinates travel accommodation and meeting arrangements for the President/CEO, board members, and all department managers, and employees as requested.
6. Performs secretarial and receptionist duties for the President/CEO, including receiving telephone calls and faxed communications, opening and distributing mail, and coordinating appointments.
7. Responsible for keeping the policy manual up-to-date and distributes copies of new and revised policies to all employees and board members.
8. Maintains all assigned cooperative files in an orderly and efficient manner with complete confidentiality.
9. Assists with preparations for Annual Membership Meetings and other community activities.
10. Provides expertise in form design, power point presentations, mail merge assistance, and other general secretarial duties to the Finance and Administration Department as requested.
11. Maintains a company-wide calendar of upcoming meetings and events.
12. Participates in Finance and Administrative Employee Safety and Job Training Meetings.
13. Possesses a high level of confidentiality in all matters and maintains confidential corporate documents are directed.
14. Works daily on establishing and promoting positive relationships with co-workers, board members, cooperative members, and the public.
15. Performs other duties as delegated, assigned or requested.

IV. RELATIONSHIPS

A. Internal

1. Takes direction from President/CEO. Assists President/CEO as requested or necessary.
2. Assists and/or seeks assistance from other departments when necessary for job performance.
3. Serves as assistant to board members when arrangements are to be made for any cooperative related function.

B. External

1. Works with statewide, regional, and national associations in arrangements for meetings, conferences, and seminars.
2. Facilitates contact with Kodiak Chamber of Commerce, KEA attorney, local news media, consultants, Alaskan electric utilities, and state and national legislators.
3. Assists members of the cooperative when requested.

Disclaimer Statement: This position guide has been written to reflect management's assignment of essential functions, and does not constitute a written or implied contract of employment. It does not prescribe or restrict the tasks that may be assigned. KEA reserves the right to revise or change job duties and responsibilities. *Note: The Position Specification document is a separate document from this Position Guide, but has been attached to this document for ease in reading.*

KODIAK ELECTRIC ASSOCIATION, INC.

POSITION SPECIFICATIONS

POSITION TITLE: EXECUTIVE ASSISTANT

I. EDUCATION

High School education or equivalent required. Two years of college preferred, associates degree in office management or business administration desired. May substitute two years experience in similar office setting or degree in related field.

II. EXPERIENCE

Previous employment in operating computers, word processing and electronic spreadsheet applications is preferred.

III. SKILLS AND ABILITIES

Must be proficient with all Microsoft Office Products, and have basic skills in operating general office equipment. Must have the ability to record meeting minutes accurately. Strong and accurate keyboarding skills are required. Must possess the ability to talk and listen in person and on the telephone to route calls appropriately. Must have skills in courteous, effective, professional communication with ability to compose correct, clear, and concise written communications utilizing up-to-date communications procedures and formats. The ability to organize, plan, schedule and coordinate with little or no supervision is preferred. Must possess a high level of confidentiality.

IV. KNOWLEDGE

Must be able to achieve an understanding of the cooperative philosophy and knowledge of daily operations and interactions at the cooperative. A working knowledge of parliamentary procedure is preferred.

V. WORKING CONDITIONS

Must have an Alaska driver's license. Must have full use of hands; position requires sitting, standing, walking, climbing stairs, hearing, seeing, talking, and understanding. Appearance must project a professional and positive image for the cooperative. Flexible hours may be required for Board Meeting attendance, and extra hours are required from time to time. All KEA exempt employees are expected to work when required during power restoration activities and to accomplish other projects. Disturbances of workflow, and/or irregularities in work schedules are expected and occur on a regular basis.