

EXECUTIVE ASSISTANT
HOUSTON COUNTY ELECTRIC COOPERATIVE, INC. - CROCKETT, TX
Position Responsibility Guide

1 POSITION FUNCTION SUMMARY:

Provides administrative and analytical support to the CEO/General Manager, management team and board by maintaining awareness of key issues confronting the Cooperative and interpreting those issues to provide information and assistance. Provides effective communication to support cooperative mission, programs, services, policies, and new developments to the membership, general public, and the media.

2 PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES:

The electric utility industry is highly regulated, dynamic, complex and capital intensive business. As a non-profit, member owned cooperative, the primary objective of the Executive Assistant is to support Houston County Electric Cooperative members' interests to provide affordable and reliable power in every action and decision.

This general overview only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Within the limits of approved board policies, operating guides and procedures, the Executive Assistant assumes responsibility for the following activities:

- (a) Keeps fully informed of the CEO/General Manager's schedules and commitments, anticipates the need for information, support and other background materials to effectively address key issues.
- (b) Communicates across organization to support strategic initiatives and goals. Makes contacts with appropriate representatives of external organizations.
- (c) Provides administrative support services for the CEO/General Manager and the Board of Directors.
- (d) Participates in general staff meetings to contribute to organizational objectives and assist with special projects.
- (e) Develops and maintains schedules for training and meeting attendance, travel and other requirements for the CEO/General Manager and the board of directors.
- (f) Keeps informed of regular, special and other meetings of the board of directors, prepares required notices, reports and other information and develops and maintains minutes of meetings of the board to assure a comprehensive, official record of the proceedings.
- (g) Prepares drafts of board agendas and distributes reports and other information to the board of directors as directed by CEO/General Manager.
- (h) Performs special projects and provides analytical support in routine work and on ad-hoc basis for the CEO/General Manager
- (i) Prepare, edit and publish articles for Texas Co-op Power magazine and website.
- (j) Designs, creates or directs creation digital, video, audio and print messaging.
- (k) Acts as administrator on social media platforms to manage messaging for outages and member education/awareness.
- (l) Maintains critical corporate documents such as bylaws, tariff, policies and procedures including member information forms. Edits document

3 EDUCATION AND EXPERIENCE

Bachelor's degree in business, marketing, communications, or related field. Minimum 5+ years equivalent experience. Experience with utilities or energy industry experience is helpful, but not required.

4 **KNOWLEDGE, SKILLS AND ABILITIES**

- (a) Ability to work effectively with people from members to employees and directors.
- (b) Solid business acumen and analytical skills.
- (c) Strong communication skills (oral and written).
- (d) Technically sound and proficient with Microsoft Word, Excel, Power Point, Adobe Acrobat,
- (e) Professional and protects confidentiality of information.
- (f) Flexible and able to change directions and prioritize work.

5 **PERSONAL CHARACTERISTICS**

Personal characteristics to include: a team player, high integrity, good personal habits, regular work attendance, attention to detail, courteous and friendly, comfortable with non-routine work.

6 **REPORTING RELATIONSHIPS:**

The Executive Assistant will report directly to the CEO/General Manager and will work closely supporting other managers and is expected to work across all department areas to achieve organization objectives.

7 **POSITION SPECIFICATIONS:**

Fair Labor Standards Act Provisions

This position is exempt under the provisions of the Fair Labor Standards Act.

8 **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

This position will require extended periods of sitting at a desk and working on a computer. The position will also interact with the public on occasion and meet with members personally. This position will require travel at times. Emergency situations could involve long and unusual work hours in the office in inclement weather conditions. There will be occasional work requirements after normal hours that may be handled remotely.