**EXECUTIVE ASSISTANT TO THE GENERAL MANAGER & CEO**

**Position Description #52**

**Basic Function**

Under general direction of the General Manager & CEO, completes basic to intermediate administrative work supporting the General Manager (GM) & Chief Executive Officer (CEO), supports the General Manager with Board of Director interactions and community events, processes public records requests. Work is characterized by confidentiality, professionalism, initiative, independent judgment, discretion, and diplomacy and involves continual inter-organizational relations and public contact.

**Primary Duties and Responsibilities**

1. Attend to the administrative details and ensure the coordinated flow of related work products in the GM & CEO's office, setting work goals and objectives as needed to successfully meet changing priorities and deadlines.
2. Interact daily with District staff and the general public. Facilitate status reporting on respective assignments and objectives.
3. Field telephone calls to the GM & CEO, using independent judgment and discretion to answer inquiries and questions or refer to appropriate District personnel to be addressed and follow up as necessary to ensure desired results.
4. Prepare correspondence, memoranda, routine and special reports, documents and other materials in highly accurate and professional manner.
5. Compile and disseminate all materials for monthly Board of Directors meeting.
6. Foster relationships with public officials and leaders on the Board of Directors and in the community.
7. Assist in the execution of organizational events and initiatives.
8. Play primary role in ensuring District communications, materials and information is presented in a grammatically correct manner. Proof articles from various areas, including newsletter, for proper grammar and standards of professionalism.
9. Assist in the production & distribution of the newsletter and with preparation for newsletter events.
10. Actively monitor internal situations & communications and national/local news stories that are significant to the District.
11. Serve as the primary contact for public records requests.
12. Effectively and clearly communicate and present information in both individual and group settings.
13. Remain flexible in dealing with unexpected tasks, assigning proper priorities to changing situations and duties in a manner to best serve the District.
14. Represent GM & CEO, in his absence, as directed.
15. Serve as liaison between GM & CEO and Leadership Team to track projects and communications.
16. Attend staff meetings, record work assignments, and maintain assignment log.
17. Organize and chair committees as needed.
18. Serve as backup to Recording Secretary at monthly Board meetings.
19. Complete special projects assigned by GM & CEO.
20. Receive and process GM & CEO's mail, responding as necessary in his absence.
21. Process confidential matters as required.
22. Assist in administrative work as directed.
23. Conduct studies and surveys to collect information on operational and administrative issues.
24. Assist GM & CEO in managing electronic documents and data, as necessary.
25. Perform related work as required.

**Education, Knowledge, Abilities, & Skill Requirements**

Possession of a four year degree, or a two year degree plus a minimum 2 years of experience that includes highly responsible administrative or professional experience in an office setting; or completion of a vocational/technical program in office administration, supervisory science or a related area plus a minimum four years of experience that includes highly responsible administrative or professional experience in an office setting, or possession of a high school diploma or an equivalent recognized certificate and eight years of the required experience; or an equivalent combination of training and experience. Thorough knowledge of business English, spelling and punctuation, AP Style, office practices and procedures. Extensive knowledge of the functions of the District, public relations techniques and general knowledge of a public utility. Ability to make decisions in accordance with rules, regulations or policy and apply these to work problems. Ability to establish and maintain effective working relationships with District staff. Ability to receive and work with the general public with courtesy and diplomacy, staying tactful and professional in high stress situations. Proficient in Microsoft Word, Excel and associated programs and applications necessary for successful job performance.

An employee in this class is responsible for performance of functions that are varied in subject matter and level of difficulty and range from general assignments to executive administrative duties. Work requires the application of an extensive working knowledge of the District organization and its programs, services and functions. Work is performed under executive administrative supervision and is reviewed through conferences, observation and results.

**Other Significant Facts**

Drivers License: Possession of a class "E" state driver's license at the time of appointment.

Working conditions: Works inside in normal office environment. May be called on to visit operational and construction sites from time to time and thus encounter normal hazards associated with the natural gas industry.

Confidentiality: Absolute confidentiality is required in day-to-day work.

Drug/alcohol Testing: Employees in this position are required to undergo testing for alcohol and illegal drugs.

**This job description should not be construed to imply that these are the exclusive duties of this position. Employees may be required to follow any other instructions, and to perform other related duties, which may be required by their supervisor.**

Employee Signature Date

07/25