

ADMINISTRATIVE COORDINATOR

Mountrail-Williams Electric Cooperative

1 OBJECTIVES

To provide efficient, accurate and confidential secretarial services to the General Manager and others as directed.

2 RESPONSIBILITIES AND AUTHORITIES

- (a) Takes dictation, types correspondence, including confidential matters, and performs other related secretarial duties for the General Manager.
- (b) Composes and answers routine correspondence for signature and/or review by the General Manager.
- (c) Receives calls for General Manager in his absence determines disposition and communicates necessary information.
- (d) Places telephone calls for General Manager when requested.
- (e) Contacts board members and board committees, staff members and member committees to provide information and remind of meetings.
- (f) Receives visitors for General Manager, gives them information concerning their inquiries, or arranges an appointment with the General Manager.
- (g) Assembles Board of Director Reports for Board Meetings and mails or delivers to Board of Directors, attorney, staff and other interested parties.
- (h) Plans, establishes and maintains in good order, in accordance with standard secretarial procedures, all necessary files for the General Manager including confidential files.
- (i) Maintains master copy of all approved board policies and management operating policies and sees that all new policies and policy revisions are uploaded to the internal web page.
- (j) Arranges travel and lodging and meeting reservations for General Manager, Board of Directors, attorney and employees as needed. Present all attendees to meetings and conferences with travel, meeting & motel accommodations.
- (k) Arranges Board of Directors room for regular and special meetings as well as other meetings scheduled, providing necessary materials, refreshments and catered meals, when required.
- (l) Provides confidential clerical and secretarial services for board members and staff members as requested. (i.e. Construction Contracts as needed by internal legal counsel; checking for update Per Diem sheets each year)
- (m) Prepares memos and directives from General Manager and routes to proper persons.
- (n) Assists in preparation of NRECA and other conference forms and reports as directed.
- (o) Performs such other duties as directed or assigned by the General Manager or by managers of respective departments when requested.
- (p) Responsible for the preparation, purchase and distribution of office supplies and/or logo-wear for cooperative employees.

ADMINISTRATIVE COORDINATOR

Mountrail-Williams Electric Cooperative

- (q) Updates pages for the REC/RTC directory as needed by NDaREC (statewide) office.
- (r) Records:
 - (1) File corporate records as needed.
 - (2) Scan easements, and other vital records for back-up purposes, indexing and hard copy filing.
 - (3) Maintain updated documentation for scanning practice.
 - (4) Assists with data requests, copying when needed.
 - (5) Maintain internal and inter-office extension list & cell phone listing
 - (6) Updates internal Director and Employee
- (s) Planning and Controls:
 - (1) Prepares and mails hard copies of the Notice of Board Meeting each month and sends the same via email. Prepare supplemental material as needed for the Board.
 - (2) Assemble Board Reports/Books for monthly Board Meetings including assembling hard copies and uploading digital documents to the "Call to Order" iPad App. Electronically deliver Books to Board of Directors by "publishing" said Board Book.
 - (3) Minutes of Board of Directors Meetings, both regular and special, and the Annual Meeting will be reviewed by legal counsel and in-house counsel before being submitted for publishing in the Call to Order and printing the hard copy for inclusion in the Official Board Minute Book.
 - (4) Plan and coordinate tours and other functions for employees, guests, members and Directors of the Cooperative as directed.
 - (5) Maintain Priority Restoration Listing.
 - (6) Maintain calendar for internal web page and insert into the sharepoint program.

3 RELATIONSHIPS

- (a) Internal
 - (1) General Manager: To request and provide advice and assistance and seek necessary approvals.
 - (2) Board of Directors: By giving and receiving information.
 - (3) Department Managers: To serve as a liaison between the department manager and the general manager, passing on information and providing secretarial assistance as time permits.
 - (4) Other Employees: By providing assistance and information.
- (b) External
 - (1) Visitors: To answer inquiries, to assist when possible, to arrange for suitable preoccupation when calling to keep appointments with general manager, and to keep them informed on changes in appointment schedule.

ADMINISTRATIVE COORDINATOR

Mountrail-Williams Electric Cooperative

- (2) Public and Community: To participate in community and civic programs and to provide information on the cooperative's plans, programs, policies and objectives.

4 POSITION SPECIFICATIONS:

(a) EDUCATION

High school graduate with courses in keyboarding, business English and business arithmetic required. College or business school with secretarial courses desirable.

(b) EXPERIENCE

At least two years of executive secretarial experience is highly desirable. Additional education may be substituted for experience.

(c) JOB KNOWLEDGE

Must have a basic knowledge of general office procedures, record keeping, use of business machines, filing and other secretarial functions.

(d) ABILITIES AND SKILLS

Should be able to deal effectively with people of varying background. Should be able to express oneself well, orally and in writing. Should be able to maintain information of a confidential nature. Must have secretarial skills to meet the job requirements including typing and general computer skills. Must have good command of English grammar and usage.

5 WORKING CONDITIONS

Usual office conditions. Regular hours of work with irregular volumes of transactions.

6 REPORTING RELATIONSHIPS

(a) Reports to:

CSR Supervisor/ COO/General Manager

(b) Directs:

None

7 DISCLAIMER:

- a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b) MWEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.

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Approved by: Alex Vournas and Jennifer Kaiser

Date: 6/2022

Reviewed/Amended by:

Date: