

Wyoming Municipal Power Agency

Job Description

Title: Administrative Assistant	Code:
	Effective Date:
	Last Revised: 9/19

GENERAL PURPOSE

Performs a variety of **general administrative and complex clerical duties** as needed to expedite the day to day operations of the agency.

SUPERVISION RECEIVED

Works under the general supervision of the Executive Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs administrative and clerical support related to executive correspondence, communications, formal and informal electronic correspondence, appointment scheduling, etc.; proofreads various documents and contracts, provides first level contact to callers and walk-in public; determines customer needs and apprises staff.

Acts as secretary to the Board of Directors; attends board meetings, takes minutes, prepares agenda and issues public notices; e-mails and distributes meeting packets; prepares various government and industry reports related to power production, sales and purchases, legal reports, etc.; creates statistical and graphic reports showing company activity.

Performs special projects as directed by executive director; conducts research, compiles data, statistics and related analytical information; may develop computer-aided presentations based upon research findings and results based upon executive requests.

Operates personal computer and various software applications as needed to produce official and informal documents, reports or records; serves as agency records specialist as needed, organizes, archives and maintains the filing system for electronic and paper contracts, documents and reports records and retrieves records; operates and trouble shoots scanning and printing equipment.

Receives and processes vendor invoices; may assist in general accounts payable functions; assists in the preparation of various invoices or vouchers for approved expenditures and disbursements; utilizes Quickbooks software to accurately record and post various fiscal activities; may prepare or create checks for payment of approved accounts payable.

May monitor various vendor and customer accounts; assists in the timely setup and processing of account information; assists to record payments received and accuracy of account balances; monitors receipts and may make bank deposits.

Coordinates travel activities; books travel and lodging arrangements; performs logistical planning and executes the plan for various onsite and off-site events, i.e., WMPA summer and annual meetings, business after hours events.

Monitors incoming and outgoing mail; ensures timely preparation of outgoing mailings; sorts and distributes incoming mail; prepares various UPS and FedEx shipments.

Monitors office supplies and inventory; purchase supplies as needed; processes staff supply and equipment requests; may coordinate with vendors to ensure accuracy of purchases; maintains postage meter; installs software updates on some office computers.

Performs related duties as required

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from high school; plus, two (2) years of specialized training related to bookkeeping, accounting or related vocational interest or an Associate's Degree related to Business\Administrative Assistant\Office Management;
 - AND
 - B. Three (3) years of responsible experience related to above duties; preferably in office administration, finance or accounting;
 - OR
 - C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of general office maintenance, organization and practices; basic computer accounting applications and various software programs (Quickbooks, MS Word, Excel, Power Point); operation of standard office equipment; troubleshoot printer and scanner issues, general; interpersonal communication skills and telephone etiquette; public relations. **Some knowledge of** generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB).

Skill in establishing and maintaining effective working relationships with managers, board of directors, and staff; the operation of PC Computer, calculator, scanner, fax machine, copy machine, telephone.

Ability to operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed with or without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
 (Employee)