



## Job Description

**POSITION TITLE:** Executive Assistant to the General Manager

**EXEMPTION STATUS:** Non-Exempt

**SUPERVISES:** None

**SUPERVISED BY:** General Manager|CEO

**GENERAL POSITION SUMMARY:** This position is responsible for providing administrative, secretarial and technical support to the General Manager, or any other duties specifically assigned by the General Manager

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- To support the vision, mission and guiding principles of the Utility Commission.
- Must have the ability to adapt to the changing environment of the General Manager|CEO's office
- While performing any procedure, all personnel must observe applicable Safety, Health, Environmental rules and guidelines.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate Utility Commission operating procedures, benefit rules, employment and safety policies/practices.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Gathers and compiles data as needed for Utility Commission reports and projects.
- Assists General Manager in identifying future projects and needs of the General Public as it relates to the Utility Commission.
- Maintains and prepares agenda for Utility Commission meetings.
- Act as Assistant Secretary and record minutes for Utility Commission meetings.
- Composes and types a variety of correspondence, forms, reports and records.
- Provides general information on departmental operations and acts as a liaison between the Public and department staff.
- Act as liaison between the Utility Commission and Industrial key accounts as well as between the Utility Commission and the Chamber
- Assists General Manager with Project Management and coordinating I-75 Corridor council subcommittee meetings.
- Makes travel arrangements for the General Manager and Commissioners.
- Plan and coordinate Utility Commission events
- Coordinates and distributes RFP packages to the General Public.
- Prepares agenda items for public meetings and hearings.
- Responsible for maintenance of the Utility Commission's website ticket response system.
- Monitor Utility Commission website and social website presence.
- Aids Citizens and Customers with issues and requests.
- Acts as DER for Drug and Alcohol PHMSA testing.
- Processes terminations, which involves such duties as sending disciplinary action/warning forms and completing termination forms. Monitor the administration of disciplinary actions, warnings and terminations during employee-director conferences.
- Performs recruiting duties which involves assisting in selecting and interviewing applicants

- Maintains the National Joint Utilities Notification System (NJUNS) for the various Utility Departments.
- Work with MGAG, ECG, and MEAG to design and model rates.
- Maintains the electronic work order system(s) for the Utility Commission.
- Performs other related duties as assigned.

***ADDITIONAL DUTIES AND RESPONSIBILITIES***

Employee shall perform any other duties as assigned.

**JOB SCOPE**

The purpose of this position is to provide technical and administrative support to the General Manager. Successful performance helps ensure the efficient and effective operation of the Utility Commission.

***COMMUNICATIONS/CUSTOMER CONTACT***

- Contacts are typically with co-workers, department heads, commission employees, developers, engineers, contractors, consultants, attorneys, real estate personnel, vendors, board members and the General Public.
- Contacts are typically to give or exchange information, resolve issues and provide services.

***COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Guidelines include city codes, commission personnel regulations, and established practices. These guidelines are clear and specific, but may require some interpretation in application.

The work consists of related administrative and technical support tasks. The variety of tasks and frequent interruptions contribute to the complexity of the work.

***Education and Experience***

- Education level typically associated with a Bachelor’s degree and three to five years of related experience. Equivalent combination of education and experience may be acceptable.

***Knowledge, Skills and Abilities***

- Knowledge of commission and departmental policies and procedures.
- Knowledge of city codes and building codes.
- Knowledge of general bookkeeping practices.
- Able to communicate in a professional manner with all Commission employees and other groups involved in the operations of the Utility Commission
- Knowledge of the geographic boundaries of the Utility Commission Service Area.
- Skill in maintaining records and compiling reports.
- Skill in performing mathematical calculations.
- Skill in applying independent judgment and discretion in managing the personnel functions such as resolving conflicts/disputes, hiring/terminating employees, providing employee counseling, etc.
- Excellent written and oral communication.

***JOB CONDITIONS:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is:

- Frequently required to sit, use hands to handle or feel, reach with hands/arms, talk and hear
- Occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 30 pounds
- While performing the duties of this job, the employee may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus
- The noise level in the work environment is usually low

If interested, please send resume by one of the methods below:

[hrmanager@fvutil.com](mailto:hrmanager@fvutil.com)

500 Anthoine St  
Fort Valley GA 31030  
FAX: 478-825-7704  
Open until filled

*EOE/Drug Free/Smoke Free Environment*