

# CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

## POSITION DESCRIPTION

<b>JOB TITLE:</b> Executive Staff Aide	<b>FLSA STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Manager of Operations/JT&S	<b>SALARY GRADE:</b> 5
<b>DEPARTMENT:</b> Engineering/Operations & Safety	<b>LOCATION:</b> Moriarty
<b>APPROVED BY:</b> <u>Raymond Bato / Daniel Berryman</u> <u>1/9/2025</u> <i>Department Head</i> <span style="float: right;"><i>Date</i></span>	
<u>Senabla</u> <u>1/13/2025</u> <i>CEO</i> <span style="float: right;"><i>Date</i></span>	
<u>Suzette Duval</u> <u>1/9/2025</u> <i>Human Resources</i> <span style="float: right;"><i>Date</i></span>	

### **Job Summary**

This position will provide specialized administrative support and assistance to Department Heads with a variety of activities which may include generating reports, data collection, drafting documents, data entry and scanning, and organizing general office operations and procedures within the assigned departments. This position requires strict confidentiality within specific areas of responsibility.

### **Essential Duties and Responsibilities**

- Develops and generates computerized reports requested by department heads.
- Assists with the preparation of data required for the budget process.
- Interpret policies, rules and regulations as related to the department's that this position will be supporting.
- Updating, maintaining, and organizing files.
- Prepare and monitor invoices.
- Reply to email, telephone, or face-to-face inquiries.
- Assist with answering questions asked by members in a friendly and courteous manner.
- Assist with filing workers compensation claims and providing the necessary information to employees and contacting the medical facilities as necessary.
- Assists the JT&S Administrator with Federated claims, following up with vendors, scheduling automobile repairs and providing Federated with requested annual documents as required such as Occupational Safety and Health Administration (OSHA) records.
- Assists with the administration of the Merchant program. Tracking the grading, providing records annually to Workforce Solutions, providing verification of CNMEC personnel as requested, scheduling final testing dates, and preparing the annual Public Works and Training (PWAT) audit.
- Assists with the administration of the Federated Safe App
- Responsible for scheduling and entering Department of Transportation (DOT) inspections and maintaining those records.
- Will maintain Rural Electric Safety Achievement Program (RESAP) accreditation records.
- Will maintain the rubber glove and sleeve change out records.
- Will maintain First Aid training records.
- Responsible for tracking, auditing and reporting required avian records to the U.S. Fish and Wildlife Service Records.
- Responsible for entering vehicle repair requests from truck reports submitted by employees.

- Will maintain Federal Aviation Administration (FAA) records for CNMEC's drone program.
- Screen and coordinate member complaints regarding damage to property due to power outages.
- Prepares contracts, legal documents and other correspondence accurately and properly, as required, and ensures contracts are up to date.
- Maintains files of Certificate of Insurance on all contractors submitting information to the Cooperative to ensure contractors working for the Cooperative have adequate insurance coverage.
- Maintain Work Plan amendments and filing of Work Plan amendments.
- Assist in tracking and maintaining right-of-way easements, work orders in progress, outage reports, and other documents as needed.
- Assist in the coordination and tracking of all permits pertaining to State Land Use, Land Use Renewals, and other permitting requirements such as Forest Land permits and railroad crossings.
- Assist with the as-builts process for all road crossings and sending to the DOT.
- Keeping the filing system of solar applications in order.
- Assists in researching and staying updated with rules and regulations of the Public Regulation Commission (PRC), Rural Utilities Service (RUS), and other state, federal and government agencies as necessary.
- Assists with maintaining the wildfire mitigation plan and vegetation management plan.
- Provide administrative services to prepare necessary documents for the filing with appropriate regulatory agencies for changes in rates, rules and regulations, etc. and to prepare complete and correct mailings to pertinent agencies.
- File and maintain complete records with appropriate regulatory agencies and assist management in research of the records as needed.
- As requested, will take notes/minutes during department meetings.
- Manage information and help with planning and logistical decision-making.
- Performs other miscellaneous job duties as assigned.

### **Minimum Qualifications**

High school diploma required. Associate's degree in business administration preferred plus 3 years related work experience or a combination of education and experience providing equivalent knowledge. Requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.

### **Knowledge, Skills and Abilities**

- Must have a thorough working knowledge of general office practices, record keeping and Microsoft Office Software.
- Knowledge of rural electrification and cooperative programs is preferred.
- Knowledge of English grammar, spelling and punctuation.
- Must exercise confidentiality within areas of responsibility.
- Must have excellent attention to detail.
- Must have the ability and skill to plan and organize own work and carry out delegated work with minimal supervision.
- Requires the ability to deal courteously with co-workers, members, potential members, and vendors.
- Always maintain professional practices and confidentiality regarding company information to include hard copy files, any electronic files, e-mails, and any other piece of data that is obtained/stored in office or computer.
- Must have the ability to communicate with Managers and other employees both orally and in writing.
- Must be able to operate a variety of projects simultaneously and meet established deadlines.
- Must become familiar with CNMEC policies and procedures, the cooperative's service territory and PRC regulations.
- Must be able to project a professional image of the Cooperative at all times.

### **Working Conditions and Physical Effort**

An individual in this position usually has sufficient time to complete most tasks, although overtime may exist in tight deadlines or ad-hoc projects requested by management.

- **Physical Effort and Dexterity:** Frequent physical activity to include sitting, standing, walking, stooping, bending, reaching, crawling, lifting and carrying office supplies and equipment under 50 pounds.
- **Machines, Tools and Equipment:** Capable of operating a personal computer, calculator, variety of printers, scanner, shredder, copy machine, postage machine, fax and telephone.
- **Visual Acuity, Hearing and Speaking:** Must have adequate written and oral communication skills, expressing oneself politely, clearly, accurately and to the point.
- **Environment/Working Conditions:** Majority of work will be performed indoors. Normal office safety precautions and practices are required. Position may require travel from time to time.

*Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks and responsibilities to this job at any time.*