



MIDDLE TENNESSEE NATURAL GAS UTILITY DISTRICT

Job Description

Position: **HRC Executive Assistant** Labor Grade: _____

Department: **Human Resources & Communications (HRC)** O/T Status: **Exempt**

Supervises: **HRC Interns** (when authorized to be employed)

Reports to: **Director of Human Resources & Communications (HRC Director)**

Approved by: _____ Date: _____

I. Job Summary:

The HRC Executive Assistant will provide high-level administrative support to the HRC Director, MTNG General Counsel, and HRC staff. The position will also bear primary responsibility for a variety of tasks included in the duties/responsibilities below.

II. Supervisory Responsibilities:

Recruit, interview, hire, train, and supervise department interns when they are authorized to be employed.

III. Duties/Job Responsibilities:

1. Provides high-level administrative support and assistance to the HRC Director and/or other assigned leadership staff, including MTNG General Counsel.
2. Manages insurance claims for the District, from the first reports until such time as all claims are processed and closed. This work includes timely reporting of incidents, filing of claims, resolving issues in the claims process, recordkeeping, reporting, and related follow-up coordination. Insurance policies managed include Worker's Comp, General Liability, and Vehicles.
3. Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.
4. Performs office tasks including maintaining records, ordering supplies, and basic bookkeeping.
5. Arranges travel and accommodations for HRC Department and MTNG General Counsel.
6. Coordinates necessary applications, posting requirements, related filings, recordkeeping, and audit for MTNG FMLA program, Drug-Free Workplace program, OSHA 300 log (state & federal), MIS Data Collection, Transmission Co-op Advertising program, and reporting to industry associations and regulatory agencies.
7. Assists the Safety & Training section of HRC with specified tasks, including but not limited to record-keeping and reporting for Safety, Training, and Operator Qualification.

8. Serves as keeper/editor/publisher of various MTNG policy manuals and other records including but not limited to Standard Practice Manual, Employee Handbook, Damage Prevention Manual, Drug Abuse & Alcohol Misuse Prevention Manual, Safety Policy, Public Awareness Program, Fitness manuals, Employee Directory, and Customer Information Booklet.
 9. Serves as Secretary and Insurance Representative for the MTNG Safety Committee.
 10. Serves as Coordinator for MTNG Project Hometown Help.
 11. Publishes welcome/introduction notices and coordinates the "Little Red Welcome Wagon" program for all new employees.
 12. Assists with industry Association work as needed.
 13. Serves on the MTNG Marketing Task Force to help coordinate communications for the District, including publishing the annual "Call before you Dig" ad and the annual mailing to area excavators.
 14. Schedules and attends meetings on behalf of executives, taking notes and recording minutes as needed.
 15. Receives incoming mail or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
 16. Performs other additional and related duties as assigned by supervisor.
-

IV. Education Requirements:

A high school diploma or equivalent is required; a college degree in Business Administration or a related field is preferred.

V. Experience Requirements:

At least two years of related work experience in insurance, human resources, communications, business, customer service, or a related field is required.

VI. Physical Requirements:

1. Must pass a pre-employment physical and drug screening.
 2. Must be able to drive a vehicle and travel by plane.
 3. Must be able to speak and hear clearly.
 4. Must be of good physical condition, move independently, stoop, bend, crawl, walk, withstand prolonged periods sitting at a desk or working on a computer, and perform other job-related physical activity.
 5. Must be able to lift up to 30 pounds at a time.
 6. Must be able to use all office machinery such as typewriter, computer, calculator, printer, copier, telephone, iPads, phone systems, etc.
-

VII. Skill & Ability Requirements:

1. Maintain the highest level of honesty, confidentiality, professionalism, and integrity.
 2. Excellent judgment, initiative, and consideration for co-workers and for the District's reputation and image.
 3. Excellent verbal and written communication skills, including editing, proofreading, and the ability to read and write legibly.
 4. Excellent organizational skills and attention to detail.
 5. Excellent goal setting and time management skills with a proven ability to meet deadlines.
 6. Interact positively with fellow employees, retirees, contractors, customers, business partners, public officials, industry peers, and the general public.
 7. Ability to understand and apply information, follow instructions, and make independent decisions in accordance with and while following all District policies and procedures, as well as local, state, and federal laws.
 8. Ability to function well in a high-paced and at times stressful environment.
 9. Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
 10. Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
 11. Able to type a minimum of 40 words per minute.
 12. Neat and professional appearance at all times.
 13. Willingness to learn, grow, and develop as an employee.
 14. Excellent senses of empathy, compassion, understanding, equity, flexibility, and service.
 15. Possess tenacity, tactfulness, and the ability to say no or respectfully disagree.
 16. Commitment to promoting equal opportunity and diversity while avoiding discrimination.
-

VIII. Measurement Criteria:

1. Valid Tennessee driver's license and ability to safely operate District vehicles.
2. Subject to mandatory pre-employment physical.
3. Subject to mandatory pre-employment and random drug testing.
4. Subject to drug and alcohol testing, including, but not limited to, post-accident or probable cause.
5. MTNG Standard Practice Manual
6. MTNG Employee Handbook
7. U. S. Department of Transportation
8. Tennessee Public Utility Commission
9. All regulatory agencies with jurisdiction over MTNG.
10. All local, state, and federal regulations
11. Performance appraisals
12. Job inspection by: Director of Human Resources & Communications or Chief Executive Officer

End of Document