



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

POSITION TITLE: Executive/HR Assistant
DEPARTMENT: Administration
FLSA STATUS: Exempt
DATE: September 2024
ACCOUNTABLE TO: General Manager

Primary Objective of Position

This position is responsible under limited supervision for completing a variety of routine and complex clerical, administrative, communication, human resources (HR), and technical duties of a confidential nature to maintain accurate and timely official Utility and HR records.

Major Areas of Accountability and Job Duties:

Provide comprehensive support to the General Manager including coordinating work and activities, as directed, with other GRPU and/or City staff.

Oversee Commission meeting management including following legal requirements, assembling background materials, preparing agenda items, notices and agenda packets, attending Commission meetings, recording action items and preparing meeting minutes.

Maintain document storage and a record retention system for all Utility records ensuring documentation is properly executed and filed in a timely manner.

Prepare and distribute effective internal and external communications through various platforms such as email, intranet, media releases, radio ads, digital signage, website, social media, and newsletters.

Develop and assist in administering recruitment and selection procedures to ensure qualified individuals are available for employment. This includes preparing special recruitment materials, developing exam questions, and coordinating the examination process.

Assist in administering other personnel programs such as employee orientation, employee benefits, employee classification and compensation, safety program, substance abuse prevention, continuing education, appreciation, leadership, unemployment insurance, workers' compensation and retirement. This includes writing informational materials, researching and answering employees' questions, and developing orientation programs.

Advise and explain personnel policies, laws, and collective bargaining agreements to staff to ensure compliance, including conducting informational meetings and writing materials for distribution.

Analyze job content and work behaviors to develop job-related selection processes and ensure that classification structures meet operational needs.

Assist in labor negotiations by preparing technical documentation, making recommendations on employee programs, and maintaining clerical updates to labor contracts.

Conduct research, analysis, and assist in preparing informational materials for decision-making such as long-range plans, reports, policies, presentations, grant applications, and contracts.

Assist in scheduling Utility events and employee trainings, prepare correspondence, make reservations and travel arrangements.

Conduct confidential conversations requiring judgment as to content for correspondence and records.

Attend professional development offerings related to public administration, communications, safety and risk management, technology, and organizational development.

Make appropriate job decisions following standard policies and procedures.

Understand and comply with all workplace safety practices and report complaints of unsafe conditions and recommend changes to increase office safety.

Additional duties as deemed necessary by supervisor, which are of an equal or lesser nature, based on the job's qualifications.

Minimum Qualifications:

Bachelor's degree in public administration, communications, human resources/organizational development, or business-related field and five years of experience in office administration, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Valid Minnesota Class D driver's license, or have the ability to obtain one prior to employment, and a satisfactory driving record.

Exceptional organizational skills and experience with electronic document preparation and storage in order to successfully maintain the Utility's records.

Strong sense of honesty, integrity, and credibility and the ability to use independent and discretionary judgement and manage confidential information.

Ability to demonstrate critical thinking skills to troubleshoot problems.

Excellent skills and abilities to effectively communicate verbally and in writing, including meetings, emails, reports, internal correspondence and external customer communications.

Ability to demonstrate proficiency in computer software applications, specifically Microsoft Office and internet applications. Applicant will be required to complete a computer skills assessment.

Ability to complete assignments with attention to detail and high degree of accuracy, including spelling, grammar, 10-key skills and arithmetic computations.

Observable positive attitude and an aptitude for working in a courteous, professional manner including excellent listening skills.

Strong interpersonal skills including tact, diplomacy, and flexibility in order to establish and maintain cooperative working relationships with vendors, employees, Utility officials, and other public entities.

Availability to work the Utility's normal office hours throughout the regular workweek, as well as possible evenings, weekends, and holidays, if required.

Preferred Qualifications:

Experience or working knowledge of electronic record retention management techniques, Microsoft Teams and SharePoint software applications, the principles and practices of public administration, and human resources and/or employee benefits and programs.

Tools and Equipment Used:

Computers and related software, including word processing, spreadsheet programs, communications software; calculator, telephone, and copy machine.

Physical Demands / Work Environment:

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 will be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to use hands to handle objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar or related to, or a logical extension of the position.

This job description does not constitute an employment contract between the employer and employee. This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Commission Approved Date: _____