

Job Posting #:	36FB08032026	Posting Type:	External
Job Title:	Departmental Assistant	Grade/Classification Pay:	105/Non-Exempt Hiring Range \$35.75 - \$41.56
Department:	Operational Support Services	Location:	Fredericksburg

Job Description

Overview

The Departmental Assistant will provide administrative and operational support to the Operational Support Services departments. This role ensures efficient office operations, supports departmental functions, maintains documentation and reporting requirements, and assists in coordination across departments within the Cooperative.

Role and Responsibilities

- Provide administrative and clerical support to System Operations, SCADA, and O&C Services departments.
- Coordinate meetings and accurately record meeting minutes.
Support departmental operations by managing communications, scheduling, and documentation.
- Assist with software systems and databases (OMS, ARCOS, AVL, SCADA, NISC, etc.).
- Facilitate communication and coordination across departments.
- Support office workflow and ensure adherence to administrative procedures.

OTHER DUTIES AND RESPONSIBILITIES

- Initiate and complete assigned projects with minimal supervision.
- Assist with special assignments, training coordination, and event logistics.
- Accurate and timely coding and submittal of invoices for vendor payments.
- Provide support during emergency operations, including extended or irregular hours.
- Perform other duties as assigned.

Qualifications and Education Requirements

The ideal candidate will possess strong written and verbal communication skills, along with a high level of organization and attention to detail. This position requires the ability to manage multiple priorities independently while maintaining accuracy and efficiency in a fast-paced environment. The candidate should demonstrate strong interpersonal skills and the ability to work collaboratively with colleagues, stakeholders, and customers. Adaptability and the capacity to quickly learn new systems, technologies, and processes are essential, as are initiative and the ability to follow through on tasks with minimal supervision. Additionally, the candidate must have knowledge of and proficiency in Adobe products and the Microsoft Office Suite.

A high school diploma or GED (General Equivalency Diploma) is required for this position. An associate's degree is also required; however, equivalent experience (four years) may be substituted in lieu of the degree requirement. Candidates must possess basic computer skills, including a working knowledge of Microsoft Office applications such as Outlook, Excel, Word, Teams, and PowerPoint, as required to perform job responsibilities. Familiarity with standard office procedures and administrative support functions is also required.

This position is primarily performed under normal office working conditions; however, weekend, holiday, and after-hours work may be required during storm restoration efforts, and overtime may be necessary to support operational needs. The successful candidate must be available for storm restoration callback assignments as needed and be prepared to respond to time-sensitive situations. Overnight travel may be required periodically, and the position may require travel to other office

locations, as well as attendance at seminars, conferences, meetings, and training sessions to support professional development and organizational objectives.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rechr@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #36FB08032026

Deadline: Monday, August 17 @ 5:00PM EDT

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified