



Job Posting #:	39FB08102026	Posting Type:	External
Job Title:	Departmental Assistant	Grade/Classification:	105/Non-Exempt Hiring Range \$35.75 - \$41.56
Department:	Distribution Design/Substation & Transmission	Location:	Fredericksburg, VA

Job Description

OVERVIEW

The Departmental Assistant provides comprehensive administrative, technical, and analytical support to the Director of Distribution Design and the Director of Substation & Transmission Engineering & Technical Services. This role serves as a key resource in supporting departmental operations, coordinating activities, maintaining critical documentation and records, tracking projects and financial information, and facilitating effective communication and workflow across both departments.

ROLE AND RESPONSIBILITIES

- Input data and provide administrative support for departmental budgets under the oversight and guidance of the Directors
- Research and compile statistical information as needed
- Run, prepare, maintain, and distribute departmental reports
- Organize, maintain, and update departmental files, records, and documentation
- Process, review, summarize, and track departmental invoices and other accounting-related items
- Prepare and maintain memos, policies, purchase requests, easements, permitting documentation, and other departmental correspondence
- Assist with timekeeping and other departmental administrative processes
- Plan and coordinate meetings, travel, accommodations, and other arrangements for the Directors and department staff as needed
- Attend meetings as needed and accurately document meeting notes and action items
- Maintain project timelines, priority lists, and equipment purchasing spreadsheets for spare equipment and projects
- Create work orders and assist with the work order closeout process
- Provide backup support for Design Representatives in the districts as needed
- Maintain and promote positive member and public relations
- Perform other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum of a two-year Associate degree or equivalent is required. Four years of relevant experience may be substituted for the educational requirement. Additional college-level coursework related to the position is preferred. Six years of progressively responsible and diverse work experience is required, with six years of experience in an electric utility environment preferred. Familiarity with standard office and administrative procedures is necessary, and previous experience in a role requiring personal initiative is desired.

Must possess the ability to compose clear, concise, and professional written communications and communicate effectively with individuals and groups. Must be able to establish effective working relationships with individuals within and outside the organization and maintain a high degree of confidentiality. The successful candidate must demonstrate initiative and the ability to independently manage projects and assignments through completion.

Must possess excellent administrative and organizational skills, including the ability to accurately document meeting minutes. Strong interpersonal skills and proficiency with standard office equipment and computer-based software are required. Must be highly self-motivated and able to organize, plan, schedule, prioritize, and coordinate multiple activities with minimal supervision.

Must be able to effectively coordinate day-to-day activities on behalf of the Directors and their respective departments without direct authority and possess familiarity with basic management concepts. Must have a good understanding of departmental functions within the Cooperative, how those functions interact with the Cooperative's daily operations, and the geographic area served by the Cooperative. Excellent computer skills are required.

WORKING CONDITIONS

The Departmental Assistant position is primarily performed in an office environment under normal office conditions. Additional hours may be required periodically, along with travel to meetings, seminars, and conferences. Overnight travel may occasionally be necessary. The position is also subject to work outside of normal business hours during emergency conditions.

HOW TO APPLY

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #39FB08102026

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

Deadline: Tuesday, August 18th, 2026 @ 5:00 PM 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.*