



**Operations Assistant**  
Position Description  
Effective: August 2025

Classification:	Non-union	FLSA Status:	Exempt
NRECA Job Code:	55-0500	Employment Status:	Part-time
Department:	Operations	Location:	Linton
Reports To:	Line Superintendent-Chief of Staff	Supervises:	N/A

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**DISCLAIMER:**

THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

**PURPOSE FOR THE POSITION:**

This position provides operations assistance to KEM and cooperative members by maintaining an elevated level of service, consistent support, and effective communication within the line department and office.

**QUALIFICATIONS AND EXPERIENCE:**

To perform effectively in this position, a high school diploma or equivalent is required. An associate's degree is preferred. To be successful, candidate must have strong interpersonal and communication skills. Proficient computer skills in Microsoft Office Suites, Outlook, and Teams are required. Experience using NISC/iVue software or the ability to learn it is preferred. Must have or be able to obtain and maintain a valid North Dakota driver's license.

**CORE COMPETENCIES:**

1. Promote safety in every activity and attend scheduled safety meetings as directed. Become familiar with and abide by the cooperative safety rules and procedures.
2. Review and abide by established policies and procedures of KEM, the cooperatives, and associated entities.
3. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
4. Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
5. Accept and adapt positively to changes in the position and within KEM, and associated entities. Develop a commitment to accept ongoing change.
6. Be a positive influence within and outside KEM, the cooperatives, and associated entities.
7. Support KEM's mission by staying current with information to cultivate and positively project cooperative's philosophy.
8. Provide leadership that stimulates a high standard of morale among employees of the office by use of team spirit and enthusiasm.
9. Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments.

**ESSENTIAL JOB FUNCTIONS:**

- Complete various cooperative projects.
- Maintain material and project files and documentation.
- Assist with the preparation and planning of internal and external meetings and events.
- Coordinate the easement process, ensuring completion and filing with appropriate office(s).
- Process meter and transformer files.



- Complete invoice preparation and distribution for specific line department services.
- Assist line crew with the reading of meters.
- May be asked to represent KEM or assist with internal/external meetings and events.
- Assist with maintaining office supply levels to ensure they are always stocked, facilitate the coordination of office vendors, and ensure scheduling is completed, such as cleaning as needed.
- Complete additional duties and provide support as requested.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

<b>PHYSICAL REQUIREMENTS</b>	<b>0 - 24%</b>	<b>25 - 49%</b>	<b>50 - 74%</b>	<b>75 - 100%</b>
Seeing: Read documents and computer screen and operate vehicle.				X
Hearing: Communicate in person and via telephone.				X
Standing/Walking		X		
Fingering/Grasping/Feeling: Use of pen, keyboard				X
Climbing/Stooping/Kneeling, etc.: Stairs	X			
Lifting: Able to lift a maximum of 50 pounds from the floor	X			

**WORKING CONDITIONS:**

<b>LOCATION</b>	<b>0 - 24%</b>	<b>25 - 49%</b>	<b>50 - 74%</b>	<b>75 - 100%</b>
Indoors, In an Office				X
Indoors, Warehouse/Shop	X			
Outdoors, Moderate/Extreme Weather Conditions	X			
Working at Heights greater than 5 feet above the ground.	X			

**REMARKS:**

I have read my Position Description and understand my assigned responsibilities and have been given a copy of this Position Description. I also certify by my signature below that I can perform the essential functions of this position description either with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*

Approved by: \_\_\_\_\_  
*Line Superintendent-Chief of Staff* *Date*