

Oklahoma Farm Bureau & Affiliated Companies

Job Title: Public Policy Coordinator/Assistant

Location: Oklahoma City, OK

Summary Compiles data and performs administrative tasks to support the Public Policy Division by performing the following duties

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Provides assistance to the Vice President of Public Policy and the Public Policy staff including National, Regulatory, Women and YF&R programs and OFB Legal Foundation.

Coordinates Public Policy staff's schedule and confirms appointments; Manages Public Policy staffs' calendar; Arranges travel schedules and reservations.

Provides administrative support to the Public Policy Division such as composing and typing routine correspondence, read and route incoming mail, order and maintain supplies, make copies of correspondence or other printed materials, and proof documents and correspondence for accuracy and correctness.

Answers and screens incoming calls and correspondence and responds independently when possible; arranges conference calls.

Greets schedule visitors and conducts to appropriate area or person.

Prepares outgoing mail and correspondence, including email and faxes.

Plans and coordinates conferences, arranges meetings and prepares agendas & facilities. Plans and executes the annual Congressional Tour.

Organizes and maintains file system, and file correspondence and other records.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Member Service - Manages difficult or emotional member situations and directs to appropriate members of department staff.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit.

Business Acumen - Understands business implications of decisions.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.

Initiative - Volunteers readily; Seeks increased responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of computers and computer systems including hardware and software, such as, MS Word and/or Word Perfect, MS Excel and/or Lotus 1-2-3, etc.

Knowledge of email and maintaining calendar schedules on the computer.

Other Skills and Abilities

Typing and telephone skills required. Must have knowledge of secretarial, office administrative procedures and knowledge of use and operation of standard office equipment, at a level generally acquired through 1+ years related experience.

Ability to work independently with little or no supervision and to represent the company in a highly professional manner. Must be able to interact and communicate with all members of the Public Policy Division, Farm Bureau members, and other company departments.

Other Qualifications

Worker is expected to maintain regular attendance.

Physical Demands 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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is regularly in a typical office environment and is not subject to adverse environmental conditions. The noise level in the work environment is usually moderate.