



## **INTERNAL OPERATIONS SPECIALIST I**

\$28.85 - \$39.91 (Approximately \$60,008 - \$83,012 Annually)

This class specification describes, in general terms, the type and level of work performed and the responsibilities of employees in this classification. The job functions described are not intended to be all-inclusive to any specific position.

### **SUMMARY DESCRIPTION**

Persons working in this job class will work across the organization with Sonoma Clean Power (SCP) leadership and staff in some or all functions related to administrative support, meeting facilitation, general office management, project coordination, and internal business operations. Incumbents in this position will work to obtain detailed knowledge of agency internal procedures, services, organization, objectives, and the ability to evaluate, plan, and provide support in each area. A high degree of discretion is critical when communicating with member agencies, consultants, and the public. Duties include scheduling, coordination, preparation for public meetings, audio/video setup for public meetings, records management, expense tracking, various research projects, purchasing, maintaining contact lists, schedules, and assisting with events.

### **REPORTING AND SUPERVISION**

Direct supervision is received from the Director of Internal Operations, with supplemental directions from other SCP directors and management, as needed. This position may provide direction to outside consultants. The primary workplace for this position is at the SCP facilities, with some off-site work at various events. SCP provides for a flexible schedule with availability to work at home for some shifts with prior approval.

The FLSA classification of this position is non-exempt.

### **ESSENTIAL JOB FUNCTIONS**

*These job functions, in general terms, describe the type and level of work performed as well as the responsibilities of employees hired for this position. Management reserves the right to add, modify, change, or rescind the work assignments of any position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

## The Internal Operations Specialist I will:

- Provide responsible and efficient administrative support to the SCP management team, Board and Committee members, external partners, and/or customers as needed.
- Assist the Director of Internal Operations in all aspects of general administrative processes such as meeting preparation, events planning, purchasing, office management and other areas.
- Provide backup, logistical, and technical support for Committee and Board meetings and workshops to maintain compliance with the Brown Act.
- Assist with logistics for meetings and events, including scheduling, ordering supplies and meals, set up and takedown.
- Respond in a tactful and professional manner to inquiries, including telephone and in person, from members of the public, elected officials, directors, and other interested stakeholders.
- Establish, maintain, and foster positive and effective working relationships with SCP staff and those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain the highest level of confidentiality regarding customer information, human relations, and politically sensitive matters.
- Organize travel arrangements for staff attending seminars, meetings, and speaking engagements outside Sonoma County.
- Manage purchasing and inventory control systems of standard office supply and small equipment orders for use at SCP facilities.
- Coordinate internal projects with defined scope, timelines, and deliverables.
- Have the ability and understanding to adhere to the Personnel Rules and Policies of SCP.
- Run local errands.
- Provide coverage at the SCP Main Business Office front desk.
- Performs other duties and related tasks as required.

## **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge and Skills:**

- Familiar with office organization, management, and records management practices.
- Have above average working knowledge of modern office procedures, methods, and audio/video equipment for both in-person and teleconference presentations and recordings. Proficiency with software including, but not limited to, applications such as Microsoft Office Suite, Teams, Adobe Acrobat, and Zoom.
- Understanding of the mission, goals, policies and purposes of SCP.
- Understanding of basic purchasing practices and invoice reconciliation.
- Excellent verbal and written communications skills.

**Ability to:**

- Work independently or in a team environment, using good judgment and initiative in carrying out assignments.
- Learn how to schedule and facilitate meetings, in person or remote.
- Set goals and priorities to carry out multiple assignments concurrently; work using a solutions-based style.
- Understand and carry out oral and written instructions.
- Be flexible and willing to fill in for others on a variety of tasks, sometimes on short notice.

**REQUIRED QUALIFICATIONS**

*Any combination of experience and training that would likely provide required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:*

**Education:** Coursework in business, public administration, communications or related field, **AND,**

**Experience:** A minimum of two (2) years of increasingly responsible, relevant work experience. Experience working in or with a local government entity is highly desirable.

**PHYSICAL AND WORKING CONDITIONS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Varied environments ranging from normal office environment with exposure to computer screens to public-facing retail/marketplace environment. Work may be performed at public events (fairs, business-to-business events, meeting rooms, farmers markets, etc.) with moderate noise. The noise level in the work environment is usually typical of an office environment. Public events could include loud music or amplified voices.

**Physical:** While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands repetitively to handle, feel or operate audio/visual and standard office equipment; reach with hands and arms. Employees are occasionally required to walk and stand for prolonged periods; stoop, bend, kneel, and twist; lift up to 20 pounds. Employees must be able to communicate in person, in writing, by telephone, and represent SCP in various settings, with management, coworkers, vendors, consultants, and the public.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Mental:** While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with Authority managers, Board, staff, vendors, the public and others encountered in the course of work.

*SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders, sexual orientations, ages, physical abilities, genetics, politics, religion, financial wealth, and education feel welcome, safe, and invited to fully participate at every level. SCP further seeks to contribute to a more inclusive and equitable society through our actions, our communication, our policies, and our investments. SCP expects all its employees to contribute to these goals.*

**SONOMA CLEAN POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY  
(EEO)/ AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER**