EXECUTIVE ASSISTANT/CLERK OF THE BOARD
$36.06 - $50.48 per Hour ($75,000 to $105,000 annual)

Apply today! Submit a resume no later than 4:00 pm (PT) September 20, 2021. Sonoma Clean Power reserves the right to close the recruitment when a qualified pool of candidates has been identified.

It is anticipated that phone screens will be held September 17 & 20, 2021.

Those selected to move forward from a phone screen will be invited to participate in a first interview. First interviews are tentatively scheduled for the week of September 27th.

Summary Description

The Sonoma Clean Power Authority (“SCP”) is recruiting for the multi-function role of Executive Assistant/Clerk of the Board. This is an amazing opportunity to support SCP’s mission to combat the climate crisis, while providing expert administrative support to SCP’s leadership team, Board of Directors, Community Advisory Committee, and staff.

The Executive Assistant/Clerk of the Board is responsible for scheduling and coordinating nearly all aspects of SCP’s public meetings, including: preparation of the agenda and finalization of minutes; assembly and distribution of agenda materials to the public to meet legal requirements; maintaining records of Board and Committee actions; and serving as the first point of contact to Board and Committee members, staff, and community members for issues such as public meetings and agenda items.

In addition, this position assists with benefits administration, managing open enrollment, and serves as SCP’s Form 700 Filing Officer.

The position requires a high degree of knowledge of agency programs, services, organization and objectives and the ability to evaluate, plan and provide support in each area. A high degree of independent judgement and discretion is critical when communicating with member agencies, consultants and the general public.

Supervision Received and Expected:

General supervision is received from the Director of Internal Operations who reports to the Chief Operating Officer.
Examples of Essential Job Functions and Responsibilities:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provide responsible and efficient administrative support to the SCP management team, Board of Directors and Committee members.
- Assist Director of Operations in all aspects of general administrative processes such as purchasing, facilities operations, human resources, and other areas.
- Provide logistical support for, attend, and keep record of Committee and Board meetings and workshops to maintain compliance with the Brown Act.
- Prepare Resolutions and staff reports as necessary.
- Post and update meeting materials and Board-approved documents on SCP’s website as-needed.
- Respond in a tactful and professional manner to inquiries from the public, elected officials, directors, media representatives, and other interested stakeholders.
- Help to develop, revise, and maintain Authority policies and procedures.
- Perform general office support work, including filing, scheduling coordinating meetings and processing personnel and HR records.
- Meeting preparations (i.e. scheduling, copying, distribution of materials, setup).
- Take minutes at public or working meetings and prepare draft copy for finalization.
- Update and maintain benefits section of employee files and manage annual open enrollment period by scheduling meetings, updating materials, and distributing forms and any other materials.
- Prepare a wide variety of reports, letters and other materials from rough draft, copy, notes or video/audio recordings.
- Ensure collection and filing of annual Form 700 submittals from SCP Board and Committee members as well as designated staff and consultants.
- Review and revise SCP’s Conflict of Interest Code as mandated by the F.P.P.C
- Perform other related duties, as assigned.

Distinguishing Characteristics

- Friendly, outgoing personality with a calm demeanor.
- Passion for sustainability, collaboration, transparency, and excellence.
- The ability to work independently or as part of a team.
- Ability to exercise good judgement.
- Be flexible and adaptable to change.

Desired Knowledge, Skills and Abilities

- Have an understanding of the mission, goals, policies and purposes of SCP.
- Have knowledge of public agency administrative practices.
- Familiarity working with and/or for a public agency.
- Have the ability to maintain the highest level of confidentiality in regard to HR and politically sensitive matters.
- Ability to maintain confidentiality and use discretion in release of information.
• Excellent verbal and written communications skills, including the ability to synthesize and communicate complex topics to technical and non-technical audiences.
• Modern Office procedures, methods and equipment
• Have advanced experience with computers and software applications such as MS Word, Office, Power Point, Excel, Teams, Zoom, and the ability to learn new applications.
• Be detail oriented, thorough, and able to focus on and complete tasks in a busy environment.
• A California Notary Public commission.
• Creative problem-solving skills.

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: Equivalent of an Associate’s degree from an accredited college with course work in public administration, business, communications or related field or completion of a formal program of instruction in Business Administration from an accredited school AND,

Experience: A minimum of four (4) 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
Normal office environment with exposure to computer screens. Employees will interact with staff and/or public and private representatives in interpreting and enforcing the Authority’s policies and procedures.

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; reach with hands and arms. Employees are occasionally required to sit, walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to 20 pounds with or without help. Employees are required to enter data into a personal computer or keyboarding device, operate office equipment requiring repetitive arm/hand movements; sort separate and arrange materials in a prescribed manner. Employees must be able to communicate in person, in writing, and by telephone with Board members, management, coworkers, vendors, consultants, and with the public in face-to-face, one-to-one, and group settings.

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.

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.

SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders and gender identities, sexual orientations, ages, physical and mental abilities, genetics and ancestry, 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 of its employees to contribute to these goals.

To apply, please email a cover letter, resume, and references as a single PDF to jobs@sonomacleanpower.org

This position will remain open until filled.

THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER