



DEPUTY BOARD CLERK / ADMINISTRATIVE ASSISTANT

SALARY RANGE: \$99,244 - \$169,990

SUMMARY DESCRIPTION

Under general supervision, to perform a wide variety of responsible and technical office support to Silicon Valley Clean Energy (SVCE); to provide support and follow-up to the Board of Directors and related Committees on a variety of matters; provide administrative support to executives, directors and departments across the agency; to assist in the management of official SVCE records and minutes; and support SVCE staff by providing clerical and general administrative level duties. **This position is hybrid and will be in the office for core business hours consistently 2 -3 days per week, as well as the second Wednesday evening monthly between approximately 5:30pm and 10pm for board meeting support. Additional, but infrequent, off-hours support may be required as needed.**

JOB DESCRIPTION

The SVCE Deputy Board Clerk/Administrative Assistant provides administrative support to Board Directors and SVCE staff for general administrative services and in the preparation and maintenance of public records and interaction with public officials. The incumbent may also assist with the composition of resolutions, staff reports, and other official SVCE documents. In addition, the Board Clerk/Administrative Assistant will, under the direction of the Senior Board Analyst, establish, set, maintain, present, and distribute agendas and Board meeting material and respond to inquiries from Board members and the public. The position is also responsible for coordinating Board-related meetings as needed and maintaining records of Board actions taken. The Deputy Board Clerk/Administrative Assistant also provides assistance as needed in an Administrative Assistant role to support the agency including meeting and calendar coordination, office supply and logistics, office supply orders, front desk coverage, records management and other duties as assigned.

This classification is a first point of public contact for SVCE and requires frequent interaction with SVCE officials, community members, vendors and the public regarding official SVCE Board of Directors issues, such as public meetings, agenda items, and general operations.

In addition, the incumbent must exercise initiative, discretion, and good judgment in the analysis and resolution of issues that require technical or specialized knowledge of SVCE organization, policy, and procedures. This role also requires the ability to support across the agency in a variety of administrative duties as requested by management staff or members of the Board.

SUPERVISION RECEIVED AND EXERCISED

The Deputy Board Clerk / Administrative Assistant reports to the Senior Executive Assistant and Board Clerk.

ESSENTIAL FUNCTIONS

- Prepare draft agenda from material submitted by staff; develop and collate final agenda with supplemental material for distribution
- Review supporting documents for agenda items, screening for discrepancies, ensuring materials

are relevant and appropriately processed in accordance with legal requirements and SVCE procedures

- Prepare and distribute meeting materials for Regular Board meetings, Special Board meetings, as well as various Board Committee meetings
- Record and prepare minutes at the Board of Directors meetings, including recording the essential content of discussion, motions and votes, transcribing notes and checking draft copies of minutes for appropriate grammar, technical terminology, spelling, and sentence structure
- Answer public inquiries in person, by phone, and by email, and route inquiries as necessary to appropriate SVCE staff
- Prepare resolutions and staff reports as necessary
- Interface with general counsel regarding meeting legal requirements including for public noticing and the Brown Act
- Post and update meeting materials and Board-approved documents on SVCE's website as needed
- Take appropriate follow-up action on the Board's decisions, such as notifying interested parties on specific items, securing required signatures, or finalizing documents for official filing
- Maintain records of Board actions, including but not limited to minutes and resolutions
Provide SVCE Board Directors, committees, and staff with logistical support for meetings, presentations, and events, including all logistical agency meeting and event coordination (such as location, room reservations, amenities, and materials)
- Ensure collection and filing of annual Form 700 submittals from SVCE Board members as well as designated staff and consultants
- File applicable amendments to governing documents with the State of California when needed
- Ensure maintenance of Board-related records according to SVCE rules and policies
- Research, compile, and organize information and official records for use by Board members, SVCE staff, and the public
- Assemble, check, verify, compile and review data
- Provide direct support for administrative tasks
- Perform routine tasks including duplicating, photocopying, and assembling bulk mailing
- Retain and recall information to respond to inquiries and effectively search files and retrieve data as required
- Maintain office supplies, send and receive mail, coordinate meetings including travel, booking, as well as logistics for staff events including conference room and audiovisual support, catering logistics, set up and clean up etc
- Provide in person front office support and reception
- Maintain relationships with Board member jurisdiction officials in order to facilitate the flow of documents from county, city and town jurisdictions to SVCE

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern technology, systems, and software designed to assist in the computerized management of information
- Data processing applications and systems, and the principles of modern office management including Zoom, teams, audiovisual set up and conference services
- Principles of office administration and secretarial practices and procedures, including business correspondence, correct English usage, grammar, spelling, vocabulary, and punctuation
- Records management principles and practices, and research methods and techniques
- Business mathematics and financial record keeping and report production
- Microsoft Office Suite including Excel, Word, and PowerPoint
- Customer service practices, principles, and techniques for dealing with the public in person and

over the telephone regarding sensitive and/or confidential issues

Ability to:

- Develop a thorough knowledge of the role, organization, policies, and procedures of the Board of Directors and SVCE
- Learn, interpret, and explain rules and regulations and policies
- Perform technical and responsible office administrative, working independently and accurately
- Identify and secure confidential, highly sensitive records and written or verbally communicated information, and record such information accurately
- Retain and recall information to respond to inquiries, and efficiently search files and retrieve data as required
- Organize, plan, and prioritize own workload and adjust to changes in workload and assignments to meet critical deadlines under pressure
- Problem solve, compile and analyze data, and use sound judgment
- Establish and maintain effective working relationships with those encountered during performance of duties
- Type at a rate sufficient to perform assigned duties
- Use database, spreadsheet, and web interface and/or internet applications depending on assignment
- Communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions to the public and other employees in situations requiring tact, courtesy, and poise
- Understand information requests of others and respond courteously, efficiently, and accurately

REQUIRED QUALIFICATIONS

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

EDUCATION / EXPERIENCE: Any combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possession of an Associate of Arts degree in business administration or related field, and four (4) years of responsible clerical or administrative support experience, which has included considerable exercise of initiative, attention to detail, and independent judgment. 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.

PHYSICAL AND WORKING CONDITIONS

The physical and mental 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 job functions.

ENVIRONMENT: Work is performed in a typical office setting with exposure to computer screens and at public events (fairs, meeting rooms, farmers' markets, etc.) with moderate noise and will require some evening and weekend work. The noise level in the work environment is usually typical of an office environment and public events.

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 walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to twenty

pounds. Employees must be able to communicate in person, in writing, and by telephone with Board members, management, co-workers, vendors, consultants, and with the public in face-to-face, one-on-one, and group settings.

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.

-----SVCE IS AN EQUAL OPPORTUNITY EMPLOYER-----