



## **Job Description: Executive Assistant/Office Manager**

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### **Summary**

Under supervision of the Director of Finance & Administrative Services, perform a wide variety of office support for Monterey Bay Community Power (MBCP); provide Executive Assistant support to the Chief Executive Officer by completing administrative and secretarial tasks and related work as required.

### **Job Description**

The MBCP Executive Assistant/Office Manager performs a wide variety of office support for MBCP and provides administrative support to the CEO. The Executive Assistant provides assistance as needed in an Executive Assistant role to support the Chief Executive Officer, including meeting coordination, calendar management and management of verbal and electronic correspondence. Assignments are performed with general supervision and within an identifiable and prescribed framework. This position requires frequent interaction with MBCP officials, community members, vendors and the public. 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 MBCP organization, policy, and procedures.

### **Supervisory Responsibilities**

The Executive Assistant/Office Manager supervises the administrative assistant and receptionist

### **Essential Duties and Responsibilities (Illustrative Only)**

- Provide direct support for Chief Executive Officer on administrative tasks and scheduling as needed
- Anticipate CEO's concerns or challenges and independently suggests resolution
- Screen telephone calls and office visits to the CEO, making appointments as necessary or passing on to other appropriate staff for handling
- Register CEO for conferences and speaking engagements, make travel arrangements
- Answer public inquiries in person, by phone, and by email, and route inquiries as necessary to appropriate MBCP staff
- Establish and maintain complex filing systems and prepare correspondence and reports from various sources of information
- Acts as support/backup for Board Clerk position, as needed:
  - Prepare for and coordinate all aspects of Operations/Policy Boards and Committee meetings including notification and attendance tracking to ensure meeting quorums
  - Prepare draft agendas from material submitted by staff; develop and collate final agendas 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 MBCP procedures
  - Prepare resolutions and staff reports as necessary
  - Record and prepare minutes at Board 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
  - Provide MBCP 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)
- Research, compile, and organize information and official records for use by Board members, MBCP staff, and the public
- 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
- Manage contract and price negotiations with office vendors and service providers
- Manage lessee relationship with landlord as well as requests for office maintenance
- Draft and revises procedures and standards to guide the operations of the office
- Perform other related duties as required

### **Minimum 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.

#### *Experience/Education*

Any combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possession of an Associate of Arts degree from an accredited college or university in business administration or related field, and five (5) years of increasingly responsible secretarial or executive assistant experience, preferably reporting to C-level executive(s), which included considerable exercise of initiative, attention to detail, and independent judgment. Experience as a board clerk or board secretary is *highly* desirable.

#### *Knowledge of:*

- Modern technology, systems, and software designed to assist in the computerized management of information, including Sharepoint, Adobe, advanced Outlook, Cisco Webex and Microsoft Office
- Data processing applications and systems, and the principles of modern office management
- Principles of office administration and secretarial practices and procedures, including the drafting of polished and professional 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
- 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 MBCP
- Learn, interpret, and explain rules and regulations and policies

- Perform technical and responsible office administrative tasks, 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
- Use keen interpersonal and communication capabilities, verbally, written and graphically through presentations
- Establish and maintain effective working relationships with those encountered during performance of duties
- Type at least at a corrected rate of 65 wpm to perform assigned duties
- Successfully use database, spreadsheet, and web interface and/or internet applications depending on assignment
- Communicate effectively in English, both verbally and in written form, sufficiently 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

*Willingness to:*

- Employee may be required to work occasional evening hours

**Working Conditions**

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

**Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

**Location and Compensation.** Compensation for this position ranges from 68,000 - \$75,000 commensurate with experience. A full benefits package is also offered as part of salaried employment.

**Application Process:**

The position is open until filled. To be considered for this position, please submit a MBCP application, detailed resume, cover letter, and three professional references to [recruitment@mbcommunitypower.org](mailto:recruitment@mbcommunitypower.org).