



Seeks candidates for Administrative Assistant

About Us...

The Silicon Valley Clean Energy Authority is a new local public agency formed in March 2016 to bring cleaner energy to residents and businesses in participating communities. Participating jurisdictions include Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, Mountain View, Saratoga, Sunnyvale and the unincorporated areas of Santa Clara County. SVCE is guided by a Board of Directors, which is comprised of a representative from the governing body of each member community.

The principal purpose of SVCE is to implement a Community Choice Energy (CCE) program for its member communities. SVCE will purchase electricity on the open market from clean generation sources (such as solar, wind, and hydropower) on behalf of customers in its service area. Electricity will still be delivered over the existing transmission system, which will continue to be owned and operated by the current electric utility. Implementing a CCE program helps achieve local community climate actions goals.

SVCE is in startup mode. The program will serve more than 200,000 customer accounts and is scheduled to begin its first customer phase in April 2017. In the meantime, all operational aspects of the new agency and program are being built. Led by Tom Habashi, CEO, Silicon Valley Clean Energy now seeks to build its flagship team to develop the key administrative, marketing, and power resource management functions needed to launch this exciting and important program.

Mission...

Silicon Valley Clean Energy (SVCE) will provide residents and businesses a new choice to the traditional utility model: a community-controlled power supplier that offers electricity from a higher percentage of renewable energy sources at competitive rates. The twelve participating communities in Santa Clara County have partnered to offer cleaner, greener power.

The Position...

The Administrative Assistant supports Silicon Valley Clean Energy (SVCE) staff by providing clerical and administrative support, including meeting and calendar coordination, office supply orders, front desk coverage, records management, and materials preparation. The new Administrative Assistant will work collaboratively with all SVCE teams to ensure smooth office operations, meeting coordination, and customer service.

Essential Duties...

- ◆ Coordinate meetings and staff events including scheduling conference rooms and handling audio-visual reservations, ordering/preparing refreshments, and preparing printed material.
- ◆ Schedule and set up conference calls and web-based meetings.
- ◆ Manage and coordinate calendars for staff, consultants, and Board.
- ◆ Coordinate venue, registration and travel logistics for Board meetings and other off-site meetings.
- ◆ Respond to and direct incoming calls and provide over-the-counter customer service as needed.
- ◆ Organize and maintain hard copy and electronic files.
- ◆ Prepare and/or proof documents, reports, notices, spreadsheets and presentations.
- ◆ Provide support with receiving, processing and tracking invoices.
- ◆ Assist Regulatory and Legal team with regulatory proceedings, preparing filing templates and other administrative duties.
- ◆ Assist with maintaining and updating social media sites and website.
- ◆ Take meeting minutes and notes as requested.

The Ideal Candidate...

To be considered, candidates must have:

Education: An Associate's degree.

Experience: Two years of progressively responsible experience as an administrative support professional working in complex work environments, particularly in a public agency. A background in business administration, accounting, and office management is preferred.

Certification: Possession of a valid California Class C Driver License or ability to provide alternate transportation and a safe driving record.

Compensation and Benefits...

\$4,200 - \$6,600 monthly, DOQ, plus a competitive benefits package.

Application and Selection Process...

The position is open until filled with the initial screening beginning February 10, 2017. To be considered for this position, please submit a SVCE application, detailed resume, cover letter, and three professional references to:

Shellie Anderson
Bryce Consulting, Inc.
3436 American River Drive, Ste. 7A
Sacramento, CA 95864
Tel: 916-974-0199 Fax: 916-974-0224
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Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure and the class specification. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral presentation, oral interview, or a combination.

The full class description and an SVCE application can be found at:

www.SVCleanEnergy.org

