



ADMINISTRATIVE ASSISTANT

SALARY RANGE: \$53,677 - \$85,193

SUMMARY DESCRIPTION

The Administrative Assistant supports Silicon Valley Clean Energy (SVCE) staff by providing clerical and general administrative level duties, such as meeting and calendar coordination, office supply orders, front desk coverage, records management, materials preparation, and other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports directly to the Director of Finance & Administration.

Supervisory Responsibilities

This position has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

- Coordinate meeting and staff event scheduling including conference room and audio-visual reservations, ordering/preparing refreshments, preparation of printed material, set-up, clean-up, etc.
- Respond to and direct incoming calls; provide over-the-counter customer service as needed.
- Schedule and set up conference calls and web-based meetings (via conference phone, Skype, GoToMeeting, etc.)
- Manage and coordinate calendars for staff, consultants, Board, and vendors.
- Coordinate venue, registration and travel logistics for Board meetings and other off-site meetings.
- Maintain, track and coordinate office, kitchen and operational supplies.
- Receive and distribute mail.
- Organize and maintain files (both hard copy and electronic).
- Prepare and/or proof documents, reports, notices, filings spreadsheets and presentations as requested.
- Provide support with receiving, processing and tracking invoices.
- Assist with maintaining and updating social media sites and website.
- Take meeting minutes and notes as requested.
- Other office and administrative support duties as may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- 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.
- 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.
- Customer service practices, principles, and techniques for dealing with the public in person and over the telephone regarding sensitive and/or confidential issues.
- Microsoft Office Suite including Excel, Word, Adobe Acrobat, and PowerPoint.

Ability to:

- Develop a thorough knowledge of the role, organization, policies, and procedures of SVCE.
- 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.
- Be thorough and detail-oriented.
- Demonstrate patience, tact, and courtesy at all times.

Willingness to:

- Work occasional overtime or on weekends and evenings.

REQUIRED QUALIFICATIONS

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

EDUCATION: An Associate Degree from an accredited university or college.

EXPERIENCE: Two (2) 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.

LICENSE: Possession of a valid Class C California driver's license and a satisfactory driving record at the time of hire.

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 20 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-----