



**Job Openings**  
**Administrative Assistants**  
**Power Resources Team (1 position)**  
**Customer Programs Team (1 position)**  
**\$23.41 - \$34.84 Per Hour**  
**Apply by 4 pm on Friday, October 6, 2017**

Are you looking for a powerful way to be a part of MCE, California's First Community Choice Aggregation program, and do something beneficial for the environment? Seize this opportunity to become a team member of a growing local government energy provider. MCE is hiring two Administrative Assistants, one each for the Power Resources team and the Customer Programs team.

**About MCE:**

MCE is a Community Choice Aggregation program that provides 50-100% renewable energy as an alternative to PG&E's electric supply. MCE determines the source and cost of the energy and PG&E continues to manage the transmission and distribution of the energy. MCE is a public, not-for-profit joint powers authority. Members of the agency include the County of Marin and its towns and cities, Napa County and its towns and cities, unincorporated Contra Costa County, Contra Costa County towns and cities of Concord, Danville, El Cerrito, Lafayette, Martinez, Moraga, Oakley, Pinole, Pittsburg, Richmond, San Pablo, San Ramon, and Walnut Creek, and the city of Benicia (Solano County).

**About Administrative Assistant Positions in General at MCE:**

**SUMMARY**

The Administrative Assistant supports MCE staff by providing clerical and basic administrative level duties, such as meeting and calendar coordination, supply monitoring, front desk coverage, records management, and other department-specific duties as assigned.

**CLASS CHARACTERISTICS**

The Administrative Assistant performs work under the supervision of a director or a mid-level supervisor depending upon the assignment. The incumbent provides administrative support to MCE staff and works collaboratively with all MCE teams to ensure smooth office operations, meeting coordination, and customer service.

## SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

## ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

### *Both Assignments*

- Coordinate conference room and audio-visual equipment reservations and set-up
- Order and prepare refreshments for meetings
- Schedule and set up conference calls and video conferencing using a variety of platforms
- Communicate directions and parking instructions to MCE visitors
- Coordinate conference and event registration and travel logistics
- Assist with preparation of printed materials and mailings as needed
- Manage and coordinate calendars for staff, consultants, Board members, and vendors
- Draft and print agendas
- Organize and maintain electronic files on server
- Maintain and improve processes for file maintenance, document tracking, and management
- Prepare documents, spreadsheets, and presentations using Microsoft Office Suite and Google Applications
- Ensure documents (internal and external) align with MCE's branding guidelines
- As assigned, provide front desk coverage and meeting support
  - Respond to and direct incoming calls
  - Greet customers, visitors, and other guests who come into the MCE office
  - May assist walk-in customers with informational requests
- As assigned, assist with the implementation of MCE's Strategic Plan

### About the Current Administrative Assistant Openings:

#### Power Resources Team Assignment (1 position)

- Track project schedules and contract budget balances, ensuring timelines and milestones align with expectations
- Maintain vendor contact information
- Organize electronic and paper files for contracts and compliance filings
- Track and file insurance, letters of credit and other required documents pertaining to power supply contracts
- Validate and process power and services invoices, track actual energy deliveries against expected energy, and maintain calendar of outstanding invoices with due dates
- Proof-read and manage contracts and presentation updates, and routine contract revisions and statements of work, in coordination with other Power Resources team staff and MCE Legal & Policy team staff
- Assist in preparation of standard forms contracts
- Assist in compilation and analysis of data and preparation of program reports
- Monitor incoming inquiries and correspondence via a dedicated email account
- Coordinate with Legal and Policy team on external compliance filings
- Coordinate with Public Affairs team on external deliverables

- Provide all members of the Procurement Team with support on various projects as needed

### Customer Programs Team Assignment (1 position)

- Receive and process invoices and rebates in a timely and correct manner
- Assist in grant and contract management, including monitoring timelines and deliverables due, tracking budgets, preparing amendments, and helping in contractor onboarding
- Assist in tracking MCE program budgets, expenditures, key metrics, and program commitments
- Conduct occasional research and prepare memos of findings
- Proof-read reports and documents
- Monitor and handle the phone lines for energysavings@ email account and monitor the Customer Programs phone line
- Maintain project management documents
- Maintain potential vendor database
- Develop document templates
- Update website content
- Input and analyze data, including reviewing data for quality control
- Assist in program reporting, including managing content from external partners and communicating deadlines
- Receive and process program intake forms
- Provide all members of the Customer Programs Team with support on various projects as needed

### 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**

Education and experience equivalent to an Associate degree and 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 customer service and basic office administration is preferred. For the Power Resources assignment, a paralegal certificate and paralegal experience is preferred. **Additional experience related to the duties of each assignment is also preferred.**

#### **Knowledge of:**

- Principles and practices of administrative support, particularly in a public agency
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Google Applications (Gmail, Drive, Docs, Sheets, Slides, Forms)
- Adobe Suite
- Principles and practices of budget tracking and reporting
- Document retention requirements and practices

### Ability to:

- Take responsibility and work independently
- Coordinate team efforts
- Work accurately and swiftly under pressure
- Handle multiple ongoing projects in a fast-paced, team-oriented environment
- Demonstrate patience, tact, and courtesy
- Communicate effectively in written and verbal form
- Establish and maintain effective working relationships with persons encountered during the performance of duties
- Demonstrate highest level of accountability, integrity, judgment, and confidentiality

### Language and Reasoning Skills

- Exercise sound judgment, creative problem solving, and commercial awareness
- Manage multiple priorities and quickly adapt to changing priorities in a fast-paced, dynamic environment
- Develop high-quality writing, research, and communication work products
- Deliver clear oral communication
- Interact effectively with administrative bodies, MCE's Executive Officer and Board of Directors, MCE staff, and external vendors and contractors
- Apply strong problem-solving skills
- Be thorough and detail-oriented and focus on work at hand

### Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Compute rate, ratio, and percent

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 20 pounds.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Incumbents in this job class must be able to work at any MCE office and travel between offices, as assigned.

Depending upon the assignment, incumbents may be required to attend events at night and on weekends.

### ADA COMPLIANCE

MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

## TO APPLY

Please send your cover letter and resume via email to [jobs@MCEcleanenergy.org](mailto:jobs@MCEcleanenergy.org). Applicants should indicate in their cover letter which of the assignments is of interest to them or indicate if they are interested in either assignment.

Interviews are tentatively scheduled for the week of October 16.

*This is a non-exempt full-time position. The salary range is \$23.41 - \$34.84 per hour with exact compensation to be determined by the Chief Executive Officer. Benefits include paid vacation, sick, personal, Family Medical Act Leave, California Family Rights Act leave, and parental leave; employer contribution to medical, dental, vision insurance, employer-paid life and long-term disability insurance; employer contribution to a 401 (a) retirement plan; optional 457(b) deferred compensation plan, flexible spending account and commute alternatives program.*

**MCE IS AN EQUAL OPPORTUNITY EMPLOYER**