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Silicon Valley Clean Energy Open Positions

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Senior Administrative Assistant

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Description

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Under general supervision, the Senior Administrative Assistant/Assistant Board Clerk performs a wide variety of responsible and technical administrative support functions for Silicon Valley Clean Energy (SVCE). This is an opportunity to be part of a dynamic team focused on public sector service and providing clean energy to customers in Santa Clara County.

This role serves as a first point of public contact for SVCE and requires frequent interaction with SVCE officials, community members, vendors and the public regarding official SVCE business, public meeting information, and general operations. The incumbent must exercise initiative, discretion, and good judgement in the analysis and resolution of issues that require technical or specialized knowledge of the organization. The incumbent must have strong project management skills and possess the ability to work independently while balancing multiple priorities.

The Senior Administrative Assistant/Assistant Board Clerk provides day-to-day agency-wide administrative support including meeting and calendar coordination, office supply orders, front desk coverage, management of Public Record Act Requests, and other duties as assigned. As an Assistant Board Clerk, this role will be responsible for assisting with a wide-range of Board governance and public meeting administration activities including preparation of minutes, assembly and editing of Board packet materials, and running Board meetings.

This role is designed to provide progressive exposure to Board Clerk functions and public agency procedures through assisted support, observation, and hands-on coordination under the direction of the Senior Executive Assistant/ Board Clerk. While future advancement is based on performance and organizational needs, this position offers a development pathway for those interested in public sector governance and compliance-focused work.

Supervision Received and Exercised

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

No supervisory responsibilities.

About Silicon Valley Clean Energy

Formed in 2016, Silicon Valley Clean Energy (SVCE) is a Community Choice Energy provider serving approximately 280,000 residential and commercial customer accounts in thirteen Santa Clara County communities. The SVCE mission is to provide customers with electricity generated from renewable and carbon-free sources at competitive rates, and further accelerate decarbonization through deployment of innovative local programs. Key program areas include: building electrification, electric vehicles and charging infrastructure, supporting local policies that advance electrification, and demand management.

SVCE is a joint-powers agency governed by a Board of Directors comprised of an elected official from each of the thirteen SVCE member communities. By providing reliable and responsive electricity service at competitive rates, SVCE maintains a 96+% customer participation rate and a strong financial foundation. Access to clean electricity has helped our communities take a major step in fighting climate change by reducing local emissions. Yet, supplying clean electricity is just one part of the solutions needed to ensure a pollution-free future. It is essential that SVCE continues to proactively engage with our customers and community stakeholders in the electrification journey - helping to inspire, educate, and enable action in transitioning from fossil fuels to clean electricity - in homes, buildings, and transportation.

The SVCE Culture

Achieving SVCE's ambitious and urgent mission requires a team capable of meeting the tremendous challenges embedded in these goals. SVCE develops and fosters a diverse and talented team that thrives in a dynamic and fast-changing environment. As such, at SVCE we recruit and retain smart, passionate, innovative, and collaborative employees. Company employees contribute, as a team and as individuals, to continuously building and supporting a culture of collaboration and trust. SVCE employees encourage creativity and the free flow of ideas to spur innovation. The workplace environment is adaptable, and technology enabled to drive innovative solutions. SVCE emphasizes focus and prioritization across departments to achieve quality, rather than simply quantity of output. SVCE provides a rewarding workplace experience where productivity can be maintained across a variety of work environments. SVCE provides opportunities for growth, engagement, and support professional and personal development. SVCE offers opportunities that position their people, as well as SVCE, for success.

More information can be found at: www.svcleanenergy.org.
(<http://www.svcleanenergy.org/>).

Salary Description

75,000 - 140,000

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