



**Career Opportunity:** Office Manager/Administrative Assistant

**Location:** San Diego County – Hybrid Work Schedule set by SDCP

**Deadline to Apply:** March 4, 2022

### Who is SDCP?

San Diego Community Power (SDCP) is a new community choice aggregator (CCA) in the San Diego region that began electric service starting 2021. We serve five member cities, the cities of San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego joining in 2023. With the possibility of further growth, we will be one of the largest CCAs in California. By the end of 2022, SDCP will provide electricity for nearly half the electric load in the San Diego region. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. For more information, visit [www.sdcommunitypower.org](http://www.sdcommunitypower.org).

SDCP is a public agency that is creating a culture of open communication, accountability, and intellectual curiosity. As a small team building a large CCA in California, high levels of trust, collaboration, and a team-player attitude are key. We value transparency, responsiveness, innovation, smart work, and passion for our goals.

### Commitment to Diversity

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### What do we need?

SDCP is seeking a highly motivated go-getter who will support staff, organizational activities, and office management. Duties for this role will range from supporting the onboarding of new employees to general office and administrative activities to basic financial support. An example of day-to-day activities include coordinating and scheduling staff or office events, ensuring new employees receive their new employee checklist and complete required trainings, ordering supplies, tracking documents such as receipts for reimbursement. As a startup organization, many additional office management duties or processes will arise that a proactive employee in this role will excel in tackling.

Qualities or skills that will make the candidate for this role successful are a proven track record of strong writing and communication skills and a passion to work in a mission-driven, community-based organization is a must. There will be plenty of opportunities for new responsibilities, learning of new professional areas, and growth are available for the right candidate.

This position reports to the Chief Operating Officer and works closely with the Executive Assistant/Assistant Board Clerk.

### **Successful Candidates Must Demonstrate:**

- Advanced skills in all Microsoft office tools
- Excellent verbal and written communication and customer service skills
- High degree of organization, motivation, and a willingness to learn
- Interest in learning and a proactive attitude are more important than years of experience
- Experience and/or technical knowledge of various administrative duties (e.g., calendar management)
- Proactive approach to all duties and a true team player
- Commitment to ensuring confidentiality in human resources-type paperwork and interest in the “people-side” of administration
- Compliance with employee handbook, including COVID vaccination requirements

### **Desired Knowledge, Skills, and Abilities:**

- Associates or Bachelor’s degree in an applicable area (e.g., business, etc.)
- Experience in general office management and administrative assisting
- Ability to identify process improvement opportunities and suggest new tools or processes
- Basic human resources knowledge
- Public agency experience

### **Examples of Important & Essential Duties (including but not limited to):**

- With direction from supervisor/management, support interview process and onboarding new employees
  - Work with supervisor and finance/accounting to facilitate proper paperwork is completed and submitted
  - Correspond with candidates to schedule interviews and provide notifications for non-selection
  - Collect and organize personnel files
  - Ensure onboarding checklist is completed by new employees and notify supervisor of outstanding items, includes signatures, document review, and required trainings
  - Track and ensure completeness of annual/regular employee trainings (eg, sexual harassment prevention, ethics, etc.)
- Provide general administrative and office support
  - Provide general office management support including scheduling, master calendar maintenance, staff and organization celebrations, mail, ordering and

inventory of supplies, scheduling miscellaneous meetings such as performance reviews and other meetings as needed

- Maintain mailing lists and provide communications for various groups (Board, committees, staff, job recruitment sites, etc.)
- Support administrative portions of website including updating with new employees, etc.
- Maintain organization email accounts and ensure appropriate staff provides appropriate responses
- Support file management and responses to public records requests
- Create or implement processes for items such as tracking policy approval dates, file version control, etc. as needed
- Provide basic financial support
  - Support for receipts tracking, staff reimbursements, facilitating tracking of invoices for administrative contracts and vendors
- Other administrative duties as assigned, including supporting Executive Assistant/Board Clerk in various duties

### **Working Conditions**

Prolonged periods sitting at a desk and working on a computer. Periodic interaction with the public, committee, and Board members at events. Must be able to lift up to 15 pounds at times.

### **Salary and Benefits**

The salary range for this position is \$75,540 to \$101,140 with exact compensation to be determined by SDCP, dependent on experience. Benefits include health care, a 457(b) plan, 10% contribution to a Money Purchase Plan, paid time off (PTO), and sick leave.