



## OPEN POSITION ANNOUNCEMENT!

### Clerk of the Board

Open until filled. Posted 12/12/2023

*San Diego County – hybrid work schedule set by SDCP*

**About the role:** We are seeking a highly organized and detail-oriented individual to join the San Diego Community Power team as the Clerk of the Board. The Clerk of the Board plays a crucial role in supporting the effective functioning of our public agency by managing board meetings, maintaining official records, managing staff reports, and facilitating communication between board members and stakeholders.

San Diego Community Power holds three monthly public meetings that are subject to the Ralph M. Brown Act. Its Board of Directors is composed of elected officials from each of its member agencies. A subset of board members also participate in a monthly finance and risk management committee meeting.

Additionally, San Diego Community Power has a monthly Community Advisory Committee composed of 14 volunteer members who are appointed by the Board of Directors.

### WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-driven organization that provides cleaner energy to the San Diego region and reinvests revenues in the communities we serve. Currently serving nearly 1 million customers, we are striving working towards a sustainable and equitable future for the San Diego region. San Diego Community Power is a not-for-profit public agency providing cleaner energy to nearly 1 million customers throughout the San Diego region. We purchase clean energy on behalf of our customers, then work with our local investor-owned utility to distribute that energy to the communities we serve. Our mission is to provide cleaner energy to the San Diego region, with the goal of 100% clean energy by 2035. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness. Our culture is built on open communication, accountability, and curiosity. We are a growing team whose key premise is trust, collaboration, and connection with each other and the communities we serve. We are responsive and work smart to achieve high goals.

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### OUR HISTORY

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, County of San Diego, and National City. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit [SDCommunityPower.org](https://SDCommunityPower.org).

## 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 hope 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.

## ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Assists the CEO with the Board, CAC and FRMC meetings.
- Support General Counsel as requested to ensure compliance with Brown Act and Robert's Rules of Order
- Manage public comment, public agenda creation, public noticing, PowerPoint presentation creation and meeting minutes.
- Clerk the Board, Community Advisory, and FRMC meetings by taking roll call and votes, and managing/facilitating public comment.
- Prepare meeting minutes for posting on the website.
- Track BOD/CAC member's use of AB2449 Just Cause/Emergency virtual meeting participation.
- Conduct on-boarding of new Board Members and plan new board member orientations as needed and at the direction of the CEO.
- Conduct oath of office for all board members, CAC members and SDCP staff
- Prepare and track the agenda, agenda packet, and track the staff reports through the approval process for the monthly public meetings in collaboration with the CEO, COO, CEO and legal to review before they are posted to the website for the general public to access.
- Prepare occasional staff reports as/if directed by the CEO
- Manages and oversees the Assistant Board Clerk in support of his/her duties as delegated
- Ensures proper posting of all public meeting agendas at meeting locations in a timely manner
- Attends all Board meetings, CAC and FRMC meetings
- Provides SDCP Board meetings and Board committees with logistical support for meetings, presentations, and events, including all logistical agency meeting and event coordination (such as location, room reservations, amenities, and materials)
- Assists with the CAC meetings, including meeting prep, folder creation, Powerpoint template, Agenda preparation and review, packet posting, etc.
- Ensures documents are kept current, i.e., conflict of interest code (File forms 804 and 805 as needed), Secretary of State and County Filings for JPA updates and address changes.
- Responsible for proper and clear organization of Governance Sharepoint folder structure including meeting materials, resolutions, policies, formation documents, etc.
- Coordinate with administrative personnel to maintain office supplies and equipment to meet the needs of SDCP Board members as needed
- Perform other Board Clerk-related duties as may be assigned
- Request annual update of / posting of Catalog Enterprise System under the CPRA in collaboration with Director of IT & Data Analytics.
- Understand and help support compliance with Agency Bylaws as they relate to public meetings
- Support agency compliance with administrative requirements of the Fair Political Practices Act
- Support maintenance of internal records of Board actions, including but not limited to minutes and resolutions
- Route all public inquiries received to General Counsel, cc Director of Public Affairs, and establish deadlines as needed. Respond to requester as requested by GC and/or CEO

- File applicable amendments to governing documents with the State of California when needed
- Research, compile, and organize information and official records for use by Board members, SDCP staff, and the public
- Support compliance with agency records retention schedule and policies
- Ensure annual agency compliance with Maddy Act

## **PREFERRED EXPERIENCE AND ABILITIES**

- Enjoy engaging with passionate internal and external stakeholders
- Be a strong communicator who can write compellingly and clearly
- Have a high tolerance for uncertainty but know how to bring things to resolution
- Have a strong work ethic and be comfortable taking initiative/working in a fast-paced environment
- Be a strategic thinker and problem solver
- High level of comfort with different IT software and applications such as Microsoft Office Suite, Google Workspace, Dropbox, Outlook, Power Point, Zoom, MS Teams, MS Forms, Adobe DC Pro, HelloSign, Monday.com, etc., YouTube, WordPress, and ultimately Granicus, PrimeGov or similar.
- Work well on diverse teams and with consultants
- Be able to interpret and explain policies, procedures, and regulations
- Be able to organize and carry out projects with minimal instruction, compose correspondence independently based on policy and guidelines and maintain complex records

## **PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE**

Candidates will only be considered with a minimum of five years of experience as a City or JPA's primary Board Clerk in California.

4-year Bachelor's Degree from an accredited college or university preferred; or Associates Degree plus eight years experience as a primary Board Clerk.

Salary commensurate with education and experience

## **WORK ENVIRONMENT & CONDITIONS**

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds. Occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

SDCP is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process, to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.*

## Compensation:

**Salary Range:** The position salary range is \$100,974 – 136,405; with exact compensation to be determined by SDCP, depending upon experience.

**Benefits:** Standard benefits package including but not limited to:

**Insurance:** SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

**Retirement:** SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's Money Purchase Plan.

**Paid Time Off:** 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

## How To Apply:

Applicants must submit their resume, cover letter, and references using the “Apply today” functionality on our Career Opportunities webpage at:

[SDCommunityPower.org/about/career-opportunities](https://sdcommunitypower.org/about/career-opportunities)

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER

[sdcommunitypower.org](https://sdcommunitypower.org)