

# Job Opening: Clerk of the Board

## About East Bay Community Energy

East Bay Community Energy (EBCE) is the Community Choice energy service provider for approximately 550,000 customer accounts across Alameda County. EBCE's charter is to provide its customers with low carbon, cost-effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

We want creative problem solvers that are excited to work in an entrepreneurial environment and grow our organization! EBCE is committed to a diverse and inclusive workforce that is reflective of Alameda County's rich culture and communities.

## Position Summary

EBCE is seeking to hire a Clerk of the Board reporting to the Board of Directors and CEO. The Clerk of the Board provides administrative support for the EBCE Board of Directors, Committees, and agency constituents. The ideal candidate is energetic, detail-oriented, self-motivated, has the ability to manage multiple priorities, and understands the services and dynamic nature of a government entity.

- **Culture:** EBCE fosters a culture of open communication, responsibility, curiosity, accountability, teamwork, and care. We welcome a diversity of experiences and perspectives.
- **Application Deadline:** The deadline to apply is Monday, January 25, 2021, at 5 PM. Candidates should send application materials to [jobs@ebce.org](mailto:jobs@ebce.org) with the job title in the subject line.
- **Location:** This position will be based in EBCE headquarters in Oakland, near BART.
- **Employment:** As an equal opportunity employer, we are committed to diversity, equity, and inclusion and strongly encourage people of color, women, those who identify as LGBTQ+, non-binary individuals, and those with disabilities to apply.
- **Compensation:** Competitive compensation package offered, based on candidate experience. The salary ranges from \$86,000 to \$114,110, with discretionary changes based upon experience.
- **Benefits:** EBCE offers a generous benefits package including
  - Individual, family, and domestic partner health insurance
  - Monthly Wellness benefit (ex: stipend for gym or wellness classes)
  - Retirement and Employer Matching Contributions

- Transit stipend (ex: monthly contribution to Clipper Card)
- Paid parental and family leave
- Health and dependent care account
- Paid Vacation
- Other benefits

## **Position Details**

### Essential Duties and Responsibilities

- Prepare and maintain Board of Directors, Committees, and subcommittee membership and stipend records
- Prepare, process, and maintain the official record of Board of Directors' proceedings, and support processes relating to committees and advisory bodies of the Board
- Attend meetings of the Board of Directors, direct the recording, administering, and maintaining of the official records of the Board actions and proceedings; advise the Board on procedural requirements for taking complete and correct actions; ensure conformance with various laws
- Screen documents received; direct preparation of agenda, and procure logistical requirements for Board meetings
- Manage and ensure compliance with EBCE Conflict of Interest Code as it pertains to the Form 700 filing for the Board of Directors, Advisory Committee, and Agency staff
- Under the general direction of the Board of Directors and Chief Executive Officer, execute a wide variety of statutory duties
- Cultivate positive working relationships in a fast-paced, politically sensitive environment

### Education, Experience, Knowledge, and Skills

- 5 years of clerical work experience supporting a Board of Directors or executives. At least 3 years' experience working as a board clerk, deputy/assistant board clerk, or similar role. Customer service or customer-facing experience is desirable.
- Knowledge of resolutions and ordinances common to local government; parliamentary procedure; and the function and services of public agencies. Working knowledge of agenda management software (ex: Granicus) and current office management methods, procedures, and equipment.
- Ability to plan, organize, supervise, and coordinate the work of subordinate staff; devise, and adapt work procedures to meet changing needs.

- Establish and maintain cooperative relationships with officials, the public, staff, and personnel in other departments and agencies.
- Interpret, explain, and apply laws, rules, policies, and procedures related to office functions; maintain records and prepare reports; utilize a personal computer and various software applications; perform complex and technical clerical work, and type at a moderate speed.

### **Working Conditions**

EBCE is committed to reasonably accommodate an applicant for known physical or mental disabilities so that the applicant may participate in the application process. EBCE will engage in a timely, good-faith interactive process with any employee with a known physical or mental disability to identify potential reasonable accommodations, if any, to enable the employee to perform the essential functions of his or her position.

### **Licenses/Certificates**

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

### **Submission Requirements**

Applicants must submit a cover letter outlining key qualifications and reasons for their interest in this position, responses to the supplemental questions below, and a current resume. Please email these documents and any questions to [jobs@ebce.org](mailto:jobs@ebce.org) by 5 PM on Monday, January 25, 2021.

### **Supplemental Questions**

1. Describe your experience working with elected board officials and executive level staff.
2. Describe your agenda management system/database experience. In your response, please include the specific type of system(s) you have worked with.
3. Describe your Brown Act experience and/or your experience with setting process and procedure for a public meeting.

### **Working at East Bay Community Energy**

EBCE is committed to complying with applicable laws, including the Americans with Disability Act and Fair Employment and Housing Act, ensuring equal employment opportunities to qualified individuals with a disability. EBCE prohibits unlawful discrimination based on age, sex or gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed,

marital status, military or veteran status, sexual orientation, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, or local laws.

*The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.*