



Executive Assistant to the CEO / Board Clerk | Orange County Power Authority (OCPA)

Position Summary

Orange County Power Authority seeks an approachable and adaptable Executive Assistant to the CEO and Board Clerk to provide high-level executive, administrative, and governance support in a fast-paced, mission-driven public-sector start-up environment. This role supports the CEO and serves as a key liaison to the Board of Directors and its committees, coordinating schedules, meetings, agendas, materials, and follow-up actions. The position also serves as Board Clerk, ensuring compliance with the Brown Act and Robert's Rules of Order. The ideal candidate is highly organized, detail-oriented, proactive, and collaborative, with strong judgment, excellent communication skills, and a positive, service-oriented approach. This is a full-time, in-office position requiring on-site presence five days per week.

About OCPA

Orange County Power Authority (OCPA) is a public agency providing renewable energy options at competitive rates. As a Community Choice Aggregator (CCA) and one of 24 statewide, OCPA launched service in 2022 and currently serves more than 177,000 customer accounts in Southern California Edison territory. Member cities include Buena Park, Fullerton, Irvine, and Fountain Valley, with plans for continued expansion. More information is available at www.ocpower.org.

Application Process

Candidates should submit a cover letter, resume, and at least three professional references to recruitment@ocpower.org. Applications are reviewed on a rolling basis, and interviews will be scheduled as qualified candidates are identified.

Role Description

Under the supervision of the CEO, the Executive Assistant provides comprehensive executive and administrative support ranging from routine to complex. Responsibilities include calendar and meeting coordination, preparation and review of materials, communication with Board members and the public, support for public and internal events, and general office and operational support. The role requires strong communication skills, discretion, and the ability to manage multiple priorities in a dynamic organizational environment.

Essential Duties and Responsibilities

Duties include, but are not limited to:

- Provide direct administrative and scheduling support to the CEO, including correspondence, reports, memos, and customer service to internal and external stakeholders
- Coordinate all Board and Committee meetings, including agendas, materials, notifications, attendance tracking, and quorum verification
- Review and prepare agenda materials, resolutions, staff reports, and supporting documentation in accordance with legal requirements and OCPA procedures
- Serve as Board Clerk, including public agenda preparation, public comment management, meeting minutes, and compliance with the Brown Act and Robert's Rules of Order
- Post and maintain Board-approved materials and governing documents on OCPA's website
- Track and complete follow-up actions resulting from Board decisions, including notifications, document finalization, and required filings
- Provide logistical and administrative support for Board, committee, staff meetings, presentations, and agency events
- File amendments to governing documents with the State of California as required
- Respond to public inquiries by phone, email, and in person, and route inquiries appropriately
- Maintain confidential records and files in a secure, organized, and accessible manner
- Manage expense reports, reimbursements, and related administrative processes

- Maintain office operations and assist with developing or updating administrative procedures
- Perform routine administrative tasks as needed
- Attend meetings (in person or virtual) to provide administrative support
- Perform other duties as assigned, including occasional evening or weekend work

Minimum Qualifications

- Three to five years of administrative or office management experience demonstrating initiative, attention to detail, and sound judgment
- High school diploma or equivalent required; bachelor's degree in Business Administration or a related field preferred
- Start-up or public-sector experience preferred
- Ability to work on-site and maintain a high level of responsiveness to executive priorities

Knowledge and Skills

- Board Clerk functions and public-meeting compliance under the Brown Act and Robert's Rules of Order
- Utility or public-agency operations, including Community Choice Aggregation in California
- Office administration, records management, business correspondence, and report preparation
- Microsoft Office Suite and related administrative software
- Customer service best practices and professional communication across diverse communities

Abilities

- Communicate clearly and professionally, verbally and in writing
- Exercise discretion and sound judgment with confidential and sensitive information
- Respond courteously and accurately to information requests
- Manage multiple priorities, meet deadlines, and adapt to changing demands
- Work independently and collaboratively in a fast-paced environment
- Interpret and explain policies, procedures, and regulations
- Organize projects, maintain records, and develop administrative processes
- Demonstrate professionalism, diplomacy, and emotional intelligence in public-facing interactions

Core Competencies

- Analytical Thinking
- Collaboration
- Communication
- Discretion and Judgment
- Fiscal Awareness
- Leadership Presence
- Strategic and Vision-Oriented Thinking

Physical and Environmental Requirements

This position operates primarily in a standard office environment and requires use of standard office equipment. The role is largely sedentary, with occasional standing, walking, bending, and light physical activity. Travel to meeting locations within Orange County is required. Must be able to lift and move materials up to 25 pounds.

Compensation and Benefits

Salary is commensurate with experience, with a range of \$93,000 to \$134,400 annually. OCPA offers a comprehensive benefits package, including health insurance, retirement with employer matching, paid time off, holidays, wellness reimbursement, technology stipend, flexible spending accounts, and an employee assistance program.

This is an exempt, non-civil service position. Some employees may be required to file a Statement of Economic Interests (Form 700).

Equal Opportunity Employer Orange County Power Authority is an equal opportunity employer and does not discriminate based on protected characteristics under applicable law.