

Job Announcement:

Temporary Executive Assistant / Clerk of the Board

Location: Tri-Dam Project, Strawberry and Sonora CA

Position: Full-Time, Non-Exempt, Confidential

Reports To: General Manager



About the Tri-Dam Project: The Tri-Dam Project operates hydroelectric facilities and provides public services related to the Tri-Dam operations. Our goal is to enhance operational efficiency and maintain a supportive work environment. We are seeking a highly organized and skilled Executive Assistant / Clerk of the Board to provide critical administrative support to our General Manager, Board of Directors, and staff.

Position Overview: We are looking for an Executive Assistant to perform a variety of complex office functions, manage confidential information, and provide comprehensive support for Tri-Dam Project operations. This role will include administrative support to the General Manager, HR functions, and records management, with a primary focus on maintaining Board records, handling recruitment, employee benefits, and ensuring the smooth operation of various office processes.

Key Responsibilities:

- **Administrative Support to General Manager & Board of Directors:**
 - Provide complex clerical assistance using independent judgment.
 - Attend Board meetings and other public meetings, preparing meeting agendas and minutes.
 - Maintain records for Resolutions, prepare correspondence, and handle general office functions.
 - Serve as a liaison between the Project staff, Board, and the public.
- **Human Resources:**
 - Coordinate recruitment efforts, prepare recruitment materials, and screen applications.
 - Manage benefits enrollment, Workers Compensation claims, and oversee employee insurance programs.
 - Handle personnel actions, maintain employee licenses, and support compliance with company policies.
- **Records Management:**
 - Serve as the custodian of all Board records, preserving and organizing documents according to the Records Retention Policy.
 - Ensure proper filing and archiving of all project agreements and official documents.
- **Safety Support:**
 - Assist in reporting and compliance with safety requirements.

Qualifications & Skills:

- Proficiency in office management, record-keeping systems, and administrative support functions.
- Familiarity with Microsoft Office Suite (Word, Excel, Outlook).

- Strong written and verbal communication skills, including the ability to draft correspondence and reports.
- Ability to handle confidential information, multitask, and work independently with minimal supervision.
- Previous experience in office management or public contact work (2+ years) is highly desirable.

Desirable Experience:

- College coursework in office support, accounting, human resources, or business management.
- Knowledge of fiscal record-keeping and personnel-related administrative functions.

Physical Requirements:

- Ability to sit for extended periods, lift up to 10 pounds, and work with office equipment (computers, copiers, phones, etc.).

Other Requirements:

- Valid California Driver's License and access to snow transportation.

Why Join Us? Tri-Dam Project is a local, long-standing public agency. We offer competitive compensation and the opportunity to work in a dynamic environment where your skills are valued.

How to Apply: Interested candidates should submit their resume, cover letter, and the Tri Dam Application detailing their qualifications and experience to snicotero@tridamproject.com

Tri-Dam Project is an Equal Opportunity Employer.

Drug test required.

The term of employment is temporary, with no known end date. Part-time employment will be considered on a case-by-case basis.

Hourly Wage Range:

	Step 1	2	3	4	5
Monthly	\$ 6,279	\$ 6,592	\$ 6,922	\$ 7,268	\$ 7,632
Hourly	\$ 36.22	\$ 38.03	\$ 39.94	\$ 41.93	\$ 44.03

Appointment to the salary range is dependent on education and experience. Initial appointments are made up to the third step.