

ABOUT WCI, INC.

WCI, Inc. is a non-profit corporation that supports state and provincial greenhouse gas emissions trading programs with offices in Sacramento, California and Québec City, Québec.

WCI, Inc. offers competitive salaries and benefits commensurate with qualifications and professional experience. WCI, Inc. is committed to equal employment opportunity.

For more information, visit www.wci-inc.org.

Position Description: Operations Manager

The Operations Manager reports to the Executive Director, and works closely with other WCI, Inc. staff and WCI, Inc. participating jurisdictions to manage and coordinate all aspects of the day to day operational and business services provided by WCI, Inc.

This position is located in Sacramento, California.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Highly organized and able to work independently and efficiently
- Excellent communications skills – both verbal and written
- High attention to detail
- Proficiency with office software, including MS Word, Excel, PowerPoint, Outlook, and SharePoint
- Demonstrated experience assembling, organizing, and analyzing information, extracting insights, and communicating findings
- Ability to simultaneously manage multiple time-sensitive deadlines
- Knowledge and experience in organizational effectiveness and operations management
- Ability to use and adapt to changing technology trends, including collaborative software platforms and project management tools
- Ability to think critically and contribute towards the achievement of the company's strategic and operational objectives

DESIRED QUALIFICATIONS

- Knowledge or experience working with state, federal, or provincial agencies
- Experience helping organizations use data and other information to improve their processes and decision-making
- Ability to anticipate potential problems or risks in a timely way, and work collaboratively with a variety of administrative, project, and management staff and styles

KEY RESPONSIBILITIES

Board and Committee Operations

Assist the Executive Director with duties and projects related to Board and Committee operations and processes in compliance with corporate policies (i.e., Open Meeting Policy), including:

- Schedule and notice Board and Committee meetings
- Draft Board and Committee meeting agendas
- Attend and document Board and Committee calls and meetings; track actions and decisions
- Coordinate with service providers and Quebec-based staff to translate written materials into French (fluency in French not required)
- Conduct research or analysis as requested to support Board and Committee action items
- Arrange logistics and space for calls and in-person meetings

Contracts and Procurement

Working closely with the Executive Director and in line with corporate policies (i.e., Procurement Policy), support procurement processes and contract management, including:

- Research options and providers for administrative and technical services
- Prepare and post requests for proposals, and assist with proposal evaluation processes
- Prepare contract templates and documents

Information Management and Technology

Manage a collaboration space and central document repository for the Board and Committees, staff and technical consultants through SharePoint. Support includes:

- Helping staff maintain and update work spaces, create sites and folders, and post and organize materials
- Manage user accounts, distribution lists, and permission levels
- Troubleshoot access and technical issues with the site
- Conduct staff and user training as needed

Administer a public website and listserv to support communication and outreach with the public, including:

- Update and maintain the WCI, Inc. public website with current content
- Create, format, and distribute news and announcements via the WCI, Inc. electronic email list
- Manage the distribution list

Provide general technical support for WCI, Inc. operations, including:

- Troubleshoot and resolve basic technical issues and questions
- Respond to technical inquiries and coordinate responses to programmatic inquiries
- Provide research, assistance, and recommendations on technical options as requested to enable effective operations

Administration

Assist with ongoing administrative functions of the organization, including:

- Manage electronic and hard copy filing systems to ensure corporate records and related information that support contracts and operations are organized and maintained
- Coordinate with other administrative service providers to support delivery of accounting, payroll, insurance, office space, auditing, teleconference, and other services
- Support compliance with corporate policies (i.e., Retention of Business Records Policy)
- Assist in the development of strategic plans for operational activities; support the implementation and management of operational plans.