

**Illinois Power Agency  
Executive Assistant  
04/04/2023**

The Illinois Power Agency is seeking an **Executive Assistant** responsible for providing multifunctional support to the Agency's Director. Under direction of the IPA Director, the Executive Assistant will act as the first point of contact for the Director, interacting with top state administrators, high-level executives, staff and the general public. The Executive Assistant prepares various internal and external communications, manages calendars, arranges meetings and travel, responds to various inquiries from internal and external stakeholders, and monitors and reports on Agency initiatives, activities and related matters.

The Illinois Power Agency is an independent State Agency created in 2007 to develop electricity and renewable resources procurement plans and to conduct procurement events to ensure adequate, reliable, affordable, efficient, and environmentally sustainable electric service for the default supply customers of Illinois electric utilities. The Agency also conducts procurements and administers programs that promote the development of renewable energy resources. For more information about the Illinois Power Agency, please refer to: <https://ipa.illinois.gov/>

### **Core Responsibilities**

- Supports Director and other C-Suite positions (as needed) with urgency in a frequently changing, fast-paced environment ensuring high-velocity decision-making and communication alignment with organizational priorities.
- Stays abreast of new developments in office practices and remains informed on the Director's areas of responsibility in order to effectively communicate with persons in contact with the Director.
- Maintains awareness of all projects and deadlines to ensure the progression and completion of tasks.
- Strategically manages and maintains complex calendar schedules to optimize Director's time.
- Schedules meetings and conference calls, involving both internally and external parties
- Attends specified meetings, takes and transcribes minutes.
- Prepares correspondence, memoranda, reports, and other material from notes or dictation; assures correctness of form, grammar, spelling, and punctuation.
- Tracks reimbursable office and travel expenses and submits to Accountant for reimbursement.
- Acts as the first point of contact, relaying messages and representing the Director through routine oral and written communication with other government officials, businesses, and the general public.
- Works with Agency's Hospitality Team to plan and manage company events, departmental events, employee team-building activities, and off-site meetings.
- Reviews and consults with the Director on Requests for Expenditure, Requests for Travel, travel reimbursement vouchers, invoice vouchers, and timesheets to obtain approval for processing.
- Liaises with cross-departmental leaders including Programs, Legal, Procurement, Communication, Finance, and HR.
- Performs other duties as required or assigned.

### **Education**

- Bachelor's degree in Business or Public Administration or equivalent in a related field from an accredited university or college.

## Skill Set

- Three (3) to Five (5) years or more years of high-level/C-suite administrative assistant or related experience.
- Superb oral, written, and interpersonal skills to interact professionally and proficiently with all levels of management and staff.
- Manage multiple assignments simultaneously and have strong organizational skills in a fast-paced environment, as well as excellent time management skills, prioritizing and meeting deadlines.
- Requires working knowledge of agency programs, rules and regulations.
- Proficiency with Outlook and Microsoft Office (Word, Excel, PowerPoint).
- State government experience is preferred.
- Highly engaged self-starter and strong organizational skills.
- Independent judgment and discretion.
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- Knowledge of the energy/utility industry and/or interest in renewable energy desirable but not required.
- Public notary seal desirable but not required.

This is a merit compensation position. Position Salary Range: \$65,000 - \$75,000. Salary is commensurate with qualifications and experience.

*The position is a hybrid position and may require in-office work periodically.*

To apply, please submit a cover letter that describes your interest in and qualifications for the position, a resume, and three professional references along with your online application to: <https://illinois.jobs2web.com/job-invite/26267/>

Applications without a cover letter describing the applicant's relevant experience and why the applicant would be a strong candidate for this position will not be reviewed for consideration.

No phone calls please.

*The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.*

**The Executive Assistant is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.**