

Illinois Power Agency Operations Assistant

The Illinois Power Agency is seeking an **Operations Assistant**. Under direction of the Agency Chief Operating Officer (“COO”), the Operations Associate will be responsible for assisting the COO with multiple Agency operational processes, activities, and related tasks including but not limited to governance, internal controls, compliance requirements and related matters, annual employee performance evaluation process, and support various project management initiatives.

The Illinois Power Agency is an independent State Agency created in 2007 to develop annual electricity procurement plans 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 in accordance with the State Renewable Portfolio Standard. For more information about the Illinois Power Agency, please refer to: <https://ipa.illinois.gov/>

Duties and Responsibilities

- Assist the COO with implementing strategies and tools for conducting operational risk assessments to identify Agency gaps and/or deficiencies within the internal control environment.
- Support the COO and CFO to standardize, streamline, and memorialize key Agency internal key internal processes and procedures.
- Interact with Agency Bureaus and functional teams to ensure compliance and accountability with internal policies, procedures, and protocols.
- Engage with the Finance team to ensure accurate and transparent management, collection, and processing of required fees pertaining to annual energy-related procurement events in accordance with the Agency annual electricity procurement plan.
- Support the HR and IT teams and hiring managers to execute Agency hiring processes, new staff recruitment and hiring, employee onboarding and engagement, and off-boarding programs and processes.
- Complete other duties as assigned by the Acting Director and/or other senior management members.

Minimum Qualifications

- Bachelor’s degree from an accredited four-year college/university with a concentration in business administration, management, or related field, or the equivalent combination of education and experience.
- 2-3 years of experience working in a business consulting role or operational/functional area such as finance, management, or human resources, etc.
- Experience working in a State or local government environment highly desirable.
- Adapts to changing priorities and works effectively within a fast-paced, dynamic environment.
- Organized and detail-oriented with the ability to absorb and process information quickly.
- Strong project management skills and ability to meet deadlines.
- Proficiency using MS Office 365 applications including Word, Excel, PowerPoint, SharePoint, and Outlook.
- Exceptional verbal and written communication and presentation skills.
- Experience in renewable energy, energy efficiency, or public works programs desirable.

The Operations 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.

This is a merit compensation position. Position Salary Range: \$70,000 - \$80,000. 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, resume, and three professional references along with your online application to <https://illinois.jobs2web.com/job-invite/27092/>

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.