

Executive Assistant – Energy Resources

This full-time position reports to the Director of Energy Resources and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, WA 98663.

WHAT YOU WOULD DO:

Perform and/or coordinate a variety of complex office duties and provide primary support to the Director of Energy Resources and Energy Resources staff in administrative areas. This role plays a key part in fostering a positive and energized team environment.

- Compose and prepare routine and confidential correspondence, reports and other documents.
- Support the Director of Energy Resources and the Energy Resources team in calendar management. Organize meetings, conferences, and travel plans for department staff.
- Work in collaboration with other Executive Assistants to provide a common support mechanism. Act as a communication coordinator for the department.
- Assist with the development of department processes and procedures to improve performance of the team.
- Monitor employee incentive program participation and records.
- Prepare, process and track a high volume of invoices, purchase requisitions, and professional services contracts. Reconcile company issued credit cards.
- Support work for the development of annual budget and assist with the tracking of department budgets.

QUALIFICATIONS:

Associate's degree (A.A.) or equivalent from a two-year college or technical school and a minimum of three years of administrative support experience. Experience related to power and transmission contracts and administering a high volume of Professional Service Contracts is preferred. Candidate must be confidential, professional, dynamic, organized, and have excellent attention to detail to successfully manage the challenges of this position. Proficiency is required in Microsoft Office suite to perform the varied duties of this position. Candidate must be a self-starter with outstanding interpersonal skills including a customer service focus, flexibility, and team orientation.

BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

SALARY:

Employees are compensated within the established salary range. As skills, experience, and sustained performance grow, pay may progress within the range over time, with midpoint serving as a general reference point for employees who are fully proficient in the role.

Executive Assistant – Energy Resources: \$66,943 – \$82,394 - \$97,844

HOW TO APPLY:

Please send your resume with a cover letter by August 19, 2026 via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to creating a respectful workplace where people from all backgrounds are valued for their skills and contributions.

We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.