



Eastern Interconnection States' Planning Council

OFFICE MANAGER

For Eastern Interconnection States Planning Council

SUMMARY OF RESPONSIBILITIES:

The Office Manager assists the State designees, the Executive Committee, EISPC Director, and Staff in the administration of the Eastern Interconnection States' Planning Council (EISPC). This historic endeavor is initially funded by an award from the United States Department of Energy (DOE) pursuant to a provision of the American Recovery and Reinvestment Act (ARRA). EISPC received an award under Topic B of the DOE's Funding Opportunity Announcement 0000068 (FOA 68). This endeavor is unparalleled in its scope, in the application of state-of-the-art planning tools, expertise, and long-term public policy ramifications. The Office Manager **shall report to the Director and should be aware that they are** the first point of contact for EISPC. It is, therefore, essential that the Office Manager has excellent inter-personal skills and professional comportment. This person assists the EISPC Director, the Executive Committee and the state designees in the administration of the programs and is also independently responsible for a wide variety of other activities. **At some point, this person may be asked to supervise clerical positions. Attention to detail is imperative!** A partial list of responsibilities includes:

- Establishing an office and all that entails,
- Budget oversight and administration of DOE and consulting contracts,
- Preparing monthly financial reports,
- Assist in the preparation of future budgets,
- Assisting in audits,
- Preparation of reports to the DOE and EISPC,
- Administration of personnel matters including benefits for the Organization consistent with personal policies,
- Payroll, accounts payable / receivable maintaining records,
- Organization of EISPC meetings with often demanding specifications for teleconferencing and presentations. This will include assisting the EISPC members, staff, and consultants with travel and hotel accommodations,
- Assist in maintaining the Organization's website,
- Assists in the preparation of training materials and programs,
- Assist in the preparation of future work plans, and
- Other matters as directed.

EISPC will be connected to the National Regulatory Research Institute (NRRI), which is located in Silver Spring, Maryland. It is expected that most meetings of EISPC will occur in Washington DC so it is essential that the Office Manager be located in the DC area.

The initial Study will be for four (4) years. However, it is the intention of the States to continue this effort beyond the initial four years.

HOW TO APPLY:

Send cover letter and resume to employment@nrri.org. NRRI is an equal opportunity employer.