



Secretary to the Board of Trustees and Records Access Officer

Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

If yes, please check us out!

Who We Are:

We are a team of motivated, engaged, and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop, and want your experience to make an immediate impact, please apply.

To find out more about us, please visit our website: www.lipower.org

What We Offer:

We offer an environment of continuous development and growth with a thriving company culture, exceptional colleagues, and exceptional benefits. Our benefit package includes:

- ❖ Hybrid work options available and flexible hours
- ❖ Excellent health insurance
- ❖ No employee cost for dental and vision insurance
- ❖ Paid holidays and generous paid time off
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account with company contribution
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

LIPA's Corporate Values

Service: Our work is service. Everything we do is for the benefit of our customers.

Collaboration: Operate as one LIPA team. Everyone is included.

Excellence: One plan, with relentless implementation. Clear performance goals.

What You'll Do At LIPA:

The Secretary to the Board of Trustees and Records Access Officer plays a critical dual role within LIPA serving as administrative lead to the Board ensuring effective governance practices and acting as LIPA's designated Records Access Officer responsible for compliance with New York's Freedom of Information Law (FOIL) and other record requests. As Secretary, this position acts as a liaison between the Trustees, the Chief Executive Officer, and senior leadership and coordinates correspondence between the Board and external stakeholders under the direction of the Deputy General Counsel and in collaboration with the Corporate Affairs department.

This role requires demonstrated experience in governance, public sector compliance, and records management, with the ability to operate independently while supporting executive leadership and the Board of Trustees.

Essential Job Functions include:

Board Governance and Administration

- ❖ Counsels the Board of Trustees on matters of corporate governance, and compliance with the Public Authorities Law, State Administrative Procedure Act, Public Officers Law, Open Meetings Law, and other applicable statutes.
- ❖ Coordinates, prepares, and distributes agendas, Board materials, briefing documents, resolutions, and other reports for Board and committee meetings and ensures timely distribution of relevant information.
- ❖ Leads and coordinates all Trustee briefings and public meetings of the Board and its committees.
- ❖ Develops and oversees policies and procedures to promote Board effectiveness, including annual assessments and implementation of improvements.
- ❖ Manages Board correspondence and responds to requests from the Chair, Trustees, government officials, and members of the public.
- ❖ Leads the orientation, training, and development of Trustees to ensure knowledge of fiduciary duties, LIPA's purpose and vision, and electric industry and governance practices.
- ❖ Ensures accurate preservation of corporate records.
- ❖ Maintains the official seal of the Authority, attests to signatures, and issues certificates under seal when required.
- ❖ Reviews, researches, analyzes, and makes recommendations regarding Board Policies, incorporating governance best practices from peer public authorities, agencies, and public power organizations.
- ❖ Researches and recommends new or revised Board policies to ensure compliance with applicable state laws, Public Service Commission orders, and guidance from the New York State Authority Budget Office.
- ❖ Translates Board strategic objectives into clear, actionable Board policies that provide direction to staff and define governance parameters.
- ❖ Applies leading governance practices to enhance Board effectiveness, transparency, and accountability.

Records Management

- ❖ As Records Access Officer, manages and reviews the classification of records and files in accordance with LIPA's document retention policy.

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- ❖ Manages LIPA's compliance with the substance and timing requirements of applicable public records access laws (such as FOIL) by working with LIPA's paralegal to coordinate, process, and respond to requests for records.
- ❖ Reviews potentially responsive documents, applies legal exemptions, and redacts sensitive information consistent with FOIL.
- ❖ Drafts initial FOIL responses and responses to any subsequent appeals of FOIL determinations.
- ❖ Leads and manages the quality assurance/quality control (QA/QC) process for all FOIL responses to ensure accuracy, consistency, and compliance with legal requirements.

What We Need:

- ❖ Bachelor's degree
- ❖ Minimum of seven (7) to ten (10) years of progressively responsible experience in legal, corporate governance, public administration, or records management, preferably within a public authority, electric utility, or governmental entity.
- ❖ Substantive knowledge of FOIL, New York State Public Authorities Law, State Administrative Procedure Act, Public Officers Law, and Open Meetings Law, and Personal Privacy Protection Act.
- ❖ Strong understanding of governance frameworks and best practices for New York State public authorities, electric utilities, or comparable entities.
- ❖ Excellent written and verbal communication skills for corresponding with the Board, staff, and external stakeholders.
- ❖ High degree of judgment, discretion, tact, and diplomacy in dealing with highly sensitive information and varied stakeholders (Trustees, government officials, staff, and the public).
- ❖ Ability to review complex documents and determine which records are subject to disclosure under FOIL.
- ❖ Strong attention to detail for managing large volumes of records.
- ❖ Exceptional organizational and time-management skills with the ability to handle sensitive and complex matters under tight deadlines.
- ❖ Strong problem-solving and analytical ability, with the capability to identify governance risks and propose practical solutions.
- ❖ Demonstrated ability to synthesize legal, regulatory, and governance requirements into practical policies and operational guidance.

Preferred Qualifications

- ❖ Juris Doctor (J.D.) from an accredited law school
- ❖ Experience working with or advising boards of directors/trustees
- ❖ Experience with records management

Salary Range:

- ❖ \$144,000 - \$176,000

How You Can Apply:

Interested parties should submit their cover letter and resume to Gary Martens, Director, Human Resources and Administration, at 2026BoardSecretary@lipower.org

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LIPA is an equal opportunity employer.

All people with disabilities are encouraged to apply.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Gary Martens, Director, Human Resources and Administration.

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