

York County Community Action Corp.

ENERGY SERVICES ASSISTANT DIRECTOR

Job Description

REPORTS TO: Energy Services Director

STATUS: Exempt/Full time position

PAY GRADE: 7

PURPOSE: The Energy Services Assistant Director supports the Department Director by overseeing the day to day management of the programs administered by the Energy Services Department. This position supports the structure, systems and procedures to ensure client centered practices and excellence in service delivery. This position is directly responsible for the supervision of the following staff members: HEAP Manager, Energy Services Coordinator, Rent Relief Manager, and Weatherization Energy Auditors.

RESPONSIBILITIES:

1. Provides day to day guidance and leadership to staff implementing a range of energy and housing related programs, with an emphasis on efficiency and quality.
2. Oversees hiring, supervision, training, and evaluation of all direct reports. Participates in all management team meetings and required training sessions.
3. During times that the Department is temporarily absent, assumes the role of Department Director.
4. Assists with ensuring effective coordination and integration of Energy Services Programs with other agency functions and activities.
5. Under the guidance of the Department Director, collaborates with other organizations toward achieving shared goals for energy conservation and energy related cost containment.
6. Assists the Department Director with planning meetings in which long and short-term goals for improvement are established and monitored.
7. Assists Department Director in drafting work plans, budgets, and reports required by the various funders of Department programs.
8. Creates opportunities and fosters the professional development of Department staff.
9. Monitors performance of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
10. Under the guidance of the Department Director, fields and appropriately responds to issues and concerns raised by clients, community members, and other interested parties in order to achieve the most favorable outcomes.
11. Assists the Energy Services Director with completing and submitting regular reports to the funding sources, internal and external partners.
12. Adheres to all program policies and Code of Conduct.

13. Works actively to advance the mission of the organization and the delivery of integrated services across the organization.
14. At the direction of the Energy Services Director represents the program at assigned state and local meetings.
15. Performs other duties as assigned, or as necessary to fulfill the position.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

QUALIFICATIONS:

1. The Energy Services Assistant Director must have a minimum of two years' experience in a management capacity. A Bachelor's degree is desired.
2. Human Services program management experience, including program planning, operations, evaluation and use of management information systems strongly preferred. Familiarity of energy and utility related programs, including HEAP, Weatherization, Central Heating Improvement Program, LIAP, Energy Crisis Intervention Program or other similar benefits strongly preferred.
3. Demonstrated ability in a position requiring accuracy, attention to details and thoroughness is important.
4. Must have leadership ability and good interpersonal and communication skills and enjoy working in a collaborative environment.
5. The ability to work effectively with minimum daily guidance and to present a positive image of the organization to members of the community is required.
6. Must have knowledge of community resources, and successful experience working in a team setting.
7. Must have the ability to work a flexible schedule including some evenings and/or weekends.
8. Must be proficient in use of computers, have a working knowledge of Microsoft Office Suite and able to work with on-line databases/tracking systems.
9. Must have the ability to respect and hold confidential information.
10. Commitment to the organization's articulated mission.
11. Willingness and ability to travel occasionally in and out of state.
12. Must not have an active record on the System for Award Management (SAM) website.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Director of Operations any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	F	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	40 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Energy Services Assistant Director** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a four (4) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

I certify that I have read and received a copy of the job description for the Energy Services Assistant Director and understand the responsibilities that are required.

Employee (print) name _____

Employee Signature _____ Date _____

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

Supervisor's Signature Date _____