

Community Action Planning Council of Jefferson County, Inc.

Housing & Energy Services Director Job Opening

Employment Status: Full-Time/Regular/Exempt

Benefits: Agency Flexible Benefits Plan, paid vacation and holidays, four 10-hour day work schedule during the summer, clothing allowance, tools and transportation to worksites provided by the agency.

Job Hours: 40 hours per week (Monday-Friday). Daytime hours may vary. Occasional evening hours required.

Salary Grade: 9

Salary: Commensurate with education and experience

Job Location: Watertown, New York

Reports to: Executive Director

Job Summary:

The Housing & Energy Services Director is responsible for the development, daily management, implementation and oversight of the Housing & Energy Programs to include: Weatherization Assistance Program, NYS Energy Research and Development Authority's (NYSERDA) Empower Programs, NYS Housing & Community Renewal Programs such as RESTORE, HOME, and Access to Home. Each program has the capacity to collaborate/coordinate with other community energy and housing programs.

Essential Job Functions & Responsibilities:

Manage all Energy Services and Housing Programs in accordance with funding source regulations and Community Action Planning Council's contract compliance and goals.

- Full compliance with contractual goals, all applicable program regulations and standards, to include agency policies and procedures such as personnel and procurement policies.
- Coordinate multiple funding source expectations and contracts.
- Design, implement and monitor department, program and agency work plans.
- Develop, manage and monitor budgets for all departmental programs and services.
- Ensure timely and accurate reports are submitted to funding sources.
- Ensure appropriate financial, statistical and programmatic documentation is recorded and maintained in appropriate files.
- Responsible for the care, maintenance and inventory of departmental equipment.
- Create and maintain positive alliances, partnerships, collaborations, and relationships with community agencies to support our programs and to enhance other community programs in the Housing & Energy Services field.

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- Participate in training necessary for the position, to include certifications and regulation changes or revisions for Housing & Energy Programs.

Minimum Qualifications:

- Education: Bachelor's degree in related field.
- Experience: Eight years of experience in related field, including 4 years program/contract management and supervision. Heating, cooling, and construction experience preferred.
- Qualification Alternative: 10 years of experience may substitute for education requirements.

Minimum Skills or Competencies:

- Proficient computer skills (Microsoft Word and Excel).
- High level of competency in technical skills and mathematics.
- Ability to balance multiple priorities and projects.
- Strong leadership skills.
- Excellent decision-making skills.
- Ability to organize information effectively.
- Ability to keep accurate and retrievable records.
- Ability to maintain confidentiality of program and agency information.
- Non-judgmental and ability to work with diverse customers.
- Ability to communicate effectively both orally and in written form.
- Ability to work independently or in a team environment.

Supervisory Skills:

- Ability to effectively provide supervision and direction to assigned staff and independent contractors.
- Responsible for interviewing, hiring and training new staff.
- Responsible for conducting performance appraisals, and determining disciplinary actions in consultation with HR Director and/or Executive Director.
- Ensure the safety of department staff through training and utilizing safe work practices.
- Ensure employees are effective and efficient in their production.

Other Requirement: Valid driver's license.

Physical Demands: Must be able to sit for prolonged periods of time not to exceed four consecutive hours, frequent talking and hearing, repetitive motion of hands and wrists, occasional standing, walking, pushing, pulling with arms and/or hands, reaching, bending, kneeling, and climbing. Occasional lifting up to 75 pounds.

Mental and Visual Demands: Requires close mental and visual attention to perform work.

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Work Environment: Most work is performed inside. Occasional work outdoors with exposure to various weather conditions (i.e. rain, snow, sun, and wind). Could occasionally work in high places using scaffolding and/or ladders, or in confined spaces (attics).

Qualified applicants should submit letter of interest, resume and employment application form to:

Community Action Planning Council of Jefferson County, Inc.

518 Davidson Street

Watertown, New York 13601

Fax 315-785-0892

Email: hr@capcj.org

Application form available at www.capcj.org.

Job posting will remain open until the position is filled.

Questions concerning this position can be directed to the Human Resources Director at 315-782-4900, extension 232. Monday – Friday, 8:00am-4:00pm.

EOE/AE