

**COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.**

**Job Opening  
Housing & Energy Services Director**

**Job Summary:** The Housing & Energy Services Director is responsible for the daily management 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.

**Education and Experience:**

- Bachelor's Degree preferred (Experience may substitute for education requirement).
- Experience in the weatherization/construction field.
- Experience working with contractors, vendors, and funders.
- QCI-certified professional preferred.

**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 and effective supervisory skills.
- Valid driver's license.

**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:** Commensurate with education and experience.

Qualified applicants should submit letter of interest, resume and employment application form to: Community Action Planning Council of Jefferson County, 518 Davidson Street, Watertown, New York 13601, Fax 315-785-0892 or email [hr@capcj.org](mailto:hr@capcj.org).

Application form available at [www.capcj.org](http://www.capcj.org). Applications will be accepted until the position is filled.

**EOE/AAE**

Posted Nov 26, 2018