POSITION SPECIFICATION

POSITION TITLE: **Assistant to The Weatherization Director**
POSITION CLASSIFICATION: **Non-Exempt, Monday-Wednesday, 30 hrs/wk**
SALARY RANGE: **$18.00 – $21.00 per hour**

QUALIFICATIONS:
High school diploma or general education degree (GED) and 4 years related working experience; or equivalent combination of education and experience.

POSITION SUMMARY:
Under the supervision of the Weatherization Director. the Assistant to the Weatherization Director coordinates the activities of the Weatherization Secretary and the Weatherization and Furnace Crews in the absence of the Weatherization Director making low-income households more energy efficient through energy-saving measures. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

CRITICAL ELEMENTS:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.
4. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
5. Ability to carry out instructions furnished in written, oral, or diagram form.
6. Ability to deal with problems involving several variables in standardized situations.
7. Ability to type and operate office equipment.
8. Treat customers with respect and maintain confidentiality.

DUTIES:

1. Knowledge of basic computer programs, including State-installed database.
2. Analyze and organizes office operations and procedures such as typing, bookkeeping, preparation of payrolls, the flow of correspondence, filing, requisition of supplies, and other clerical services.
3. Evaluate office production, revise procedures, or devise new forms to improve the efficiency of work flow.
4. Formulate procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
5. Plan office layouts and initiates cost reduction programs.
6. Review clerical and personnel records to insure completeness, accuracy, and timeliness.

7. Participate in the bidding process with the guidance of the Weatherization Director.
8. Process OFA and DOSS referrals and act as liaisons with these agencies.
9. Prepare activity reports for guidance of management.
10. Coordinate activities of various clerical departments or workers within the department.
11. Complete the invoices, and billings, and reconcile vendor statements for a fee for service activities.
12. Work with Finance to reconcile reports of all fees for service activities.
13. Complete all funding source bidding activities and assure requirements are met.

This job description is not intended to be all-inclusive. The employee will perform other reasonable related business duties as assigned by the Weatherization Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Signature Date

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Print Name

Revised: February 23, 2023
Board of Directors Approval: March 15, 2023