

Economic Security Corporation Job Description

Job Title: Weatherization Director
Division: Weatherization
Reports To: Chief Executive Officer
FLSA Status: Exempt
Revision Date: June 17, 2015
Job Classification: Grade 10

SUMMARY

The Weatherization Director is responsible for the operation of the agency Weatherization program from the monitoring of routine daily activities to the development and implementation of long-range goals. The Weatherization Director, in conjunction with the Weatherization Auditor, accurately compiles statistics on homes to receive Weatherization services, performs tests such as blower door, and conducts assessment for safety and efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Directs and coordinates the Weatherization financial planning and budget management functions.
2. Recommends benchmarks for measuring the financial and operational performance of the Weatherization division.
3. Monitors and analyzes monthly operating results against budget.
4. Directs and coordinates debt financing and debt service payments with the Fiscal Director.
5. Manages the preparation of the Weatherization annual report of actual revenues, transfers, and expenses.
6. Manages the preparation of financial outlooks and financial forecasts for the division.
7. Responsible for inventory control of the division.
8. Prepares financial analysis for contract negotiations and product investment decisions.
9. Ensures compliance with local, state, and federal budgetary reporting requirements.
10. Works with department managers and other agency staff to develop a three year and five year business plan for the division.
11. Establishes and implements short- and long-range departmental goals, objectives, policies, and operating procedures.
12. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the department's goals and objectives.
13. Serves on management staff committee.

14. Directs departmental audits and provides recommendations for procedural improvements.
15. Maintains database of time transactions.

SUPERVISORY RESPONSIBILITIES

Manages three or more subordinate supervisors who supervise a total of 2-3 employees each in the Weatherization Division. Is responsible for the overall direction, coordination, and evaluation of these individuals. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and hiring employees' planning, assigning, and directing work; appraising performance; rewarding and disciplining employees up to and including termination; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Accounting or Business Administration; or four years experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and ratio analysis, and fundamentals of plain and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, word processing, spreadsheet, activity, word processing, graphics, etc.

PLANNING/ORGANIZATON

Ability to prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSE AND REGISTRATIONS

Must have training in lead safe work practices. Must successfully complete Building Performance Institute (BPI) certification. Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

OTHER SKILLS AND ABILITIES

Proven knowledge of residential, commercial, and institutional construction and energy conservation techniques. Proven knowledge of finance, accounting, budgeting, and cost control principles. Must have supervisory experience.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; climb ladders to 40 feet or balance; stoop, kneel, crouch, or crawl in confined areas; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name