

SAGINAW COUNTY COMMUNITY ACTION COMMITTEE

Job Description

Job Title: Housing Manager
Department: Housing
Reports To: Executive Director
Classification: Non-Bargaining Unit
FLSA Status: Exempt, Salaried
Salary Range: \$

Summary: Under the general direction of the Executive Director, manages and directs weatherization and housing related programs for the agency. Completes QCI home assessments for weatherization services and ensures all weatherization program outcomes of reducing residential energy usage by low income families are met; responsible for grant planning and administration; program development, executing plans; and ensuring compliance of all regulatory measures and with all conditions of applicable grants and contracts within the programs. The Housing Manager performs all work in accordance with Federal, State and local rules and regulations, including safety and health, and funding source regulations.

Essential Duties and Responsibilities:

- Ensure that all provisions and conditions for all programs supervised are in accordance with all guidelines.
- Promote and market the programs in a professional manner.
- Must be certified at a minimum as Residential Energy Auditor with the goal of attaining the Quality Control Inspector certification.
- Assist with preparing grant proposals including development and monitoring program budgets and all phases of program operations.
- Communicate with others in the program at all levels.
- Assure cooperation and net-working with other programs both inside and outside the agency.
- Be familiar with other related programs and resources both in the agency and the community.
- Assist the other employees within the programs and the agency when needed or as directed.
- Have working knowledge of all program tools and equipment used for conducting tests and inspections.
- Monitors customer and contractor files and essential record keeping systems which include: Intake applications, reports, payment vouchers, purchase orders, forms, communications, assessments and correspondence.
- Manages program to ensure implementation is timely, accurate, and in compliance with program regulations.
- Develops and implements action plans to meet annual program goals.
- Plans, organizes, and directs activities relating to weatherization guidelines in compliance with contractual requirements of private contractors, inspectors and funding sources.
- Prepares and submits required reports to funding sources, local units of government, Executive Director or Deputy Director accurately, as required, and in a timely manner.
- Develops and maintains current written procedures for implementing weatherization program.
- Works with Executive Director to complete funding applications and assists in grant writing.
- Organize, monitor and maintains records of the housing programs.
- Attend all training required by funding source/program contract and any other training deemed necessary by Executive Director.
- Have working knowledge of all computer programs used in client eligibility and producing work orders.
- Reviews housing paperwork to ensure it meets governmental guidelines and standards.
- Able to establish good working relationships with contractors/vendors and/or others agencies for the provision of services.
- Able to comprehend federal program guidelines, journals, and related reports to determine program requirements and recent developments in weatherization techniques.
- Prepares activity program reports, as required.
- Participates in Agency functions as requested.
- Performs other duties as assigned by the Executive Director/Deputy Director.

Supervisory Responsibilities:

- Monitors all crew leaders and workers and ensures all safety measures are in place and functioning
- Supervise and evaluate all weatherization staff and ensures all staff receive required training in a timely manner.
- Monitor and approve all purchase orders and controls inventory of all program tools and supplies.
- Supervise and monitor intake staff in the application process for eligibility, and the maintenance of records/files on eligible clients.
- Analyzes and monitors monthly financial reports and budgets.

Qualifications/Requirement:

- Work experience with the weatherization program and Residential Energy Auditor and the immediate goal of attaining the Quality Control Inspector Certification.
- Have working knowledge of building construction or technology, housing construction, housing inspection and/or rehabilitation desired.
- Must obtain certifications as required by funding sources. (Inspections, energy codes, lead safe work, etc.)
- Must become knowledgeable with Weatherization policies, procedures, and requirements.
- Must pass criminal background check
- Ability to work effectively with diverse community and professional groups.
- Demonstrated ability to meet multiple deadlines and work effectively at a fast pace under pressure.
- Excellent written and verbal skills.
- Flexibility in approach to administration, program needs and problem solving.
- Knowledge of basic word processing and effectively work within software systems on the computer
- Must be able to pass physical/drug screen and TB screenings as mandated by the agency.

Education and/or Experience:

Associate Degree in business, administration, or related field of study; or two to three years related experience and/or training; or equivalent combination of education and experience. Bachelor degree preferred.

Certificates, Licenses, Registrations:

- Must have reliable insured transportation and a valid Michigan driver's license

Physical Demands:

- Lifting up to 50 pounds.
- Ability to inspect work completed by workers.

Lillie L. Williams, Executive Director

Date

Approved By:

Approved Date:

Approved By:

Approved Date:

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. It is also not intended as an employment contract. All employees of SCCAC are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.