

POSITION: Home Energy Program Coordinator
GRADE: 9N
CODE:

FLSA: Exempt
DATE: 7/2007

Job summary: Supervises state mandated home energy programs for Cecil County under general supervision; performs other duties as assigned.

Essential Functions:

1. Serves as policy specialist and assures all COMAR regulations are adhered to;
 2. Approves records for payment and tracks expenditures;
 3. Monitors workload;
 4. Trains new employees;
 5. Develops outreach plan and participates in activities;
 6. Prepares budget;
 7. Attends all state conferences and meetings with utility companies;
 8. Supervises full-time and part-time employees; prepares evaluations;
 9. Coordinates community activities;
 10. Serves as Hearing Officer;
 11. Performs other duties as instructed and assigned.
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Required Knowledge, Skills, and Abilities:

1. Thorough knowledge of state regulations, operations and activities;
 2. Ability to develop scheduling of services;
 3. Ability to supervise and evaluate work of others;
 4. Ability to monitor timeliness of application processing;
 5. Ability to prepare case reports, court reports, and other documentation as required;
 6. Ability to maintain relationship with vendors to insure program cooperation;
 7. Ability to communicate orally and in writing.
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Education and Experience:

1. Bachelor's Degree in an appropriate social sciences or related field;
 2. Two or more years experience in providing casework services in social services or a related field;
 3. OR - Master's Degree in an appropriate discipline;
 4. OR - equivalent technical training, education, and experience.
 5. Valid driver's license.
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Physical and Environmental Conditions: Work requires no unusual demand for physical effort.

The work environment involves everyday risks of discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.