

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Supervisor

PROGRAM: LIEAP

WHO MAY APPLY: All Qualified Individuals

WORKSITE: LIEAP Office, Billings MT

RATE: \$16.11 - \$22.56 per hour DOE

HOURS: Full Time, Exempt position

OPENING DATE: January 24, 2018

CLOSING DATE: February 16, 2018

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form located at www.hrdc7.org/employment along with current resume and cover letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Functional Title: Program Supervisor
Program: Low Income Energy Assistance Program (LIEAP), and Energy Share
Supervisor: Energy Services Director
Status: Exempt

JOB SUMMARY

Under the supervision of the Energy Services Director and in accordance with the direction and mission of District 7 HRDC, the Program Supervisor is delegated the responsibility for the supervision and day to day operations of the Low Income Energy Assistance Program (LIEAP) and Energy Share programs.

MISSION OF ORGANIZATION

Through its mission, HRDC empowers people in need through the mobilization and development of community resources creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 6 national goals: Self sufficiency, community revitalization, community ownership and pride, partnerships among supporters and service providers, agencies increase their capacity, and strengthen families and communities.

ESSENTIAL DUTIES

Management and Administration:

- Supervises and leads subordinate staff and volunteers in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws.
- Participates in the selection process, performs employee evaluations, enforces discipline, and terminations as required.
- Communicates policy and policy changes to his/her staff.
- Resolves employee and client grievances according to established policy and procedures.

Financial:

- Monitors all program operating budgets, expenditures, and provides comprehensive program reports as required.
- Manage the Energy Share deposit and revolving loan programs.

Operations:

- Works closely with the Energy Services Director and other staff to ensure the mission of the agency and its respective programs are implemented and comply with program contracts, state, and federal regulations.
- Evaluates and suggests modifications to programs as required.
- Communicates all program changes and directives to and from the executive management team, staff, and other program directors.

Compliance:

- Provides timely reports as required by respective programs and agency requirements. Updates, communicates, and implements all program changes that reflect and impact compliance requirements.

Professional Development:

- Assesses, secures, and implements training for applicable programs.
- Attends professional development activities.

Community:

- Attends meetings on behalf of HRDC and maintains on-going communication and networking with community partners and funders.
- Establishes new partnerships.

Goal Setting:

- Establishes, monitors, and supervises staff in achievement of agency and program goals.
- Implements agency work plans at the program level to ensure achievement of set goals.

Innovation:

- Creates and promotes an environment for innovation that rewards ideas and supports change.
- Implements positive suggestions from program team.
- Monitors outcomes to determine whether they further program and agency goals.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.

Additional Knowledge, Skills and Abilities:

- Integrates knowledge of budgeting and management experience into program operations.
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
- Modeling an objective and non judgmental attitude.
- Nurtures, builds, and mentors employees to build a cohesive team.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree (B.A.) in Human Services or related field, plus a minimum of four (4) years related experience (including supervisory), or equivalent combination of education and experience.

License and Certifications:

Not applicable to this position.

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.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.
