



Job Announcement

Position: Energy Director	Department: Energy
Location: Charles County	Employment Status: Full-Time
FLSA: Exempt Grade: 15	Compensation: \$48,400.00 to \$72,600.00
Weeks Worked: 52	Work Per Week: 40
Opening Date: April 18, 2018	Closing Date: Until Filled

Applications Accepted By: Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	On line at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your high school diploma, degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

Job Description:

The Energy Director has the administrative responsibility for the overall operation of Energy Programs and other services as assigned, in accordance with guidelines established by funding sources and SMTCCAC, Inc. Duties involve hiring and supervising program staff; ensuring program objectives are met; developing and maintaining a process to monitor and evaluate program and coordinating activities with other agency programs. Oversee compliance with contractual and regulatory requirements so as to avoid sanctions and other negative actions. Maintain working knowledge of OHEP regulations, pertinent legislation, etc. The position is directly responsible to the Program and Operations Director for the effective performance of the essential job functions of the position.

Qualifications/Requirements:

Bachelor's Degree in Social Work, Human Services **or** related field and three years of experience in human service program management and supervision. However, in lieu of degree, five (5) years of experience in a human service related management position may substitute. Experience working in the nonprofit sector preferred. Experience working with budgets, personnel management, customer database management, grants management/writing required. Must have a demonstrated successful track record in program management, attendance, outreach and recruitment, public speaking, etc.

Must have skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary.

Communication skills to effectively and professionally communicate using tact and diplomacy with internal and external community. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues and staff with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns

persuasively. Writing and grammar skills to independently draft correspondence pertaining to the operations, policies, and procedures of various subject matters.

Responsibilities and Duties:

Monitor and administer budgets and grants.

Maintain required files, records and complete reports.

Oversee and review client application process, determine program eligibility.

Investigate any complaints.

Supervise and evaluate program staff.

Implement CAP60 within Energy Assistance.

Maintain coordination with other agencies.

Attend all meetings as required.

Attend various conferences, task force meetings and related functions.

Seek funding to continue operations of Program activities and support.

Identify and secure funds for program operations, expansion, and continuation.

Prepare monthly programmatic and any reports required by funding sources.

Participate in internal and external monitoring reviews.

An Equal Opportunity/Affirmative Action Employer