



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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Position Announcement - Weatherization Program Director

Rocky Mountain Development Council has an opening for a full-time Program Director for the Weatherization Program. This is a full-time (40 hours per week) position. The starting annual salary is \$54,153 - 59,090 per year (DOQ).

This position is responsible for program planning and implementation, budgeting, and reporting for the Weatherization Assistance Program (WAP) in Lewis & Clark, Jefferson and Broadwater Counties. Duties include planning and directing program operations; establishing policies and procedures that are in alignment with program technical and contractual requirements; conducting/overseeing all aspects of program delivery across the Rocky service area; managing and monitoring program budgets; authorizing equipment and supplies purchases; developing annual work plans and budgets; managing Weatherization jobs and monitoring all contractor invoices; providing managerial supervision to program subordinates (up to 3) and contractors (up to 10), including handling personnel matters, procurement activities and contract management; working to obtain and/or maintain Weatherization Program mandated certifications through the Building Performance Institute (BPI). Supervision of Weatherization projects requires field work and knowledge/skills/abilities in general construction techniques, building science principles (as evidenced by BPI certifications) and project management.

Minimum Qualifications:

Knowledge: Knowledge of program planning, organization and implementation. Knowledge of supervisory practices and techniques. Practical experience with and knowledge of residential construction techniques and building science principles. Basic knowledge of budget, procurement, and accounting principles.

Abilities: Ability to apply rules and regulations and interpret grey areas in a logical and consistent manner. Ability to develop and implement office management practices and to establish effective working relationships with employees, clients, agencies and the general public. Ability to communicate effectively orally and in writing. Ability and practical experience sufficient to, after training, pass and maintain the BPI QCI Certification.

Education and Experience: This work involves program coordination, the maximization of program effectiveness and the provision of management across programs spanning a range of professional fields. Work requires knowledge of the principles, practices, and methods of related professions and human service practices, procedures, and operations, including program planning, organization, and implementation; budgeting and accounting; energy conservation/building science principles and weatherization; inventory control; and the principles and practices of construction. The incumbent must have skill in the operation of basic office equipment (e.g., computer, telephone, copier, etc.), and specialized equipment such as a combustion analyzer, blower doors, thermal cameras, electric hand tools (e.g., saws, drills, nail gun, compressors, etc.), and insulating machines, as well as the ability to interpret and apply rules and regulations; develop and implement office management and program operations policies and practices; communicate effectively verbally and in writing; solve complex or unique problems; and to establish and maintain effective working relationships.

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in business, public administration, or related field, training in and certification of knowledge through established building science credentialing organizations (BPI/ RESNET), plus five (5) years of job-related work experience, including at least three (3) years supervisory experience. Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on an individual basis. Must have a reliable vehicle with current driver's license and be approved as a driver by Rocky's insurance carrier as outlined in Rocky's Driving and Vehicle Usage Policy. Occasional travel in hazardous weather conditions may be required.

Application Process: Applicants must submit a signed, completed Rocky application, resume, and letter of interest. Applications are available from Rocky and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be submitted to the Rocky Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601). **This position is open until filled. EEO**

www.rmhc.net

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIHEAP
Weatherization
Energy Share
Spirit of Service

Meals on Wheels
Senior Centers and Nutrition
AmeriCorps Seniors
Rocky's Agency on Aging