



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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Position Announcement

Energy Services Program Director

Rocky Mountain Development Council has an opening for a full-time Energy Services Program Director. The yearly salary for this position is \$50,478.79 plus RMDC's generous benefit package: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

This position is responsible for program planning and implementation, budgeting, and reporting for the LIEAP, Weatherization, and Energy Share programs 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 outreach activities; 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 employees (up to 7) and/or contractors, including procurement activities and contract management; obtaining and maintaining 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 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 verbally and in writing. Ability and practical experience sufficient to, after training, pass and maintain the BPI QCI Certification.

Education and Experience: 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 valid driver's license, clean driving record, reliable vehicle, current liability insurance, and be insurable on RMDC's motor vehicle insurance.

Application Process: Applicants must submit a signed, completed RMDC application, resume, and letter of interest. Applications are available from RMDC, www.rmhc.net, and the Helena Job Service. Incomplete application materials will not be processed. Completed application packages must be submitted to the RMDC Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601). **Applications must be received by the HR Office, no later than 5PM, Wednesday August 1, 2018.**

EEO

Affordable Housing
Homelessness Prevention
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers & Dinner Clubs
Foster Grandparent Program
Senior Companion Program
RSVP

www.rmhc.net