PROGRAM MANAGER III

Job Description

<table>
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<tr>
<th>Division:</th>
<th>Energy, Education &amp; Environmental Services</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Deputy Director</td>
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<tr>
<td>Benefits:</td>
<td>Yes</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Salary:</td>
<td>$2,402.40 Biweekly Salary Rate</td>
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<tr>
<td>Type:</td>
<td>At Will, Full Time</td>
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<tr>
<td>Work Schedule:</td>
<td>Monday- Friday 8:00 a.m. to 5:00 p.m.</td>
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ABOUT COMMUNITY ACTION PARTNERSHIP OF SAN BERNARDINO COUNTY

Community Action Partnership of San Bernardino County (CAPSBC) is a non-profit public benefit corporation and is one of the 1,000 Community Action Agencies nationwide dedicated to assisting low-income individuals and families become stable and self-sufficient. As the designated Community Action Agency for San Bernardino County, the largest county in the continental United States, CAPSBC is charged with serving over 800,000 low-income families and individuals, elderly and homeless residents of San Bernardino County each year. CAPSBC delivers services to 78 San Bernardino County cities and communities.

Mission: Community Action Partnership of San Bernardino County works with our communities by supporting, advocating for, and empowering low-income residents to achieve self-sufficiency.

Vision: By 2021, Community Action Partnership of San Bernardino County will be the premier social services agency that eliminates the effects of poverty by empowering people to obtain the knowledge and skills to achieve self-reliance and economic stability…one life at a time.

Energy, Education & Environmental Services: To help provide a better quality of life for low-income residents while conserving natural resources.

POSITION SUMMARY

Under general direction, plan, organize, direct and supervise through subordinate staff a comprehensive Energy, Education and Environmental Services Program (EEES) to increase the energy efficiency and safety of dwellings occupied by low-income residents. The EEES Program is a challenging and comprehensive program containing multiple components which include weatherization, energy education, appliance repair and replacement, solar energy projects, lead hazard control, and weatherization training center. The operating budget for EEES is approximately $10-11 million annually with a staff of 95 full-time employees. Work includes planning, organizing, directing and managing all day-to-day operations of the EEES Program, as well as program planning and development; determining program goals and objectives; preparing, justifying and managing program budgets and effective use of financial, material and human resources. Work is performed with considerable latitude for independent decisions regarding programmatic issues.
ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, coordinates and administers an energy program designed to: reduce residential energy loss through modification and rehabilitation of houses; educate residents on energy conservation; provide emergency energy assistance; assist low-income residents maintain minimum standards of energy needs; assist in the development of solar water heating and power; set goals to reduce lead paint hazards for children under 6 years old.

2. Responsible for fiscal control of division, including budgeting, financial reporting, inventory management, purchasing and contract financial management.

3. Oversight of division’s management information systems including material inventory system, client tracking, scheduling software and web-based reporting and information systems.

4. Ensures that program quality control standards are met in areas of client eligibility, proper installation and building code compliance.

5. Develops and maintains positive relationships with community agencies and non-profit organizations to coordinate related programs and services in the community.

6. Represents CAPSBC at local, regional and statewide committees and boards, professional organizations and technical associations.

7. With subordinate supervisors and staff, participates in establishing project plans and initiatives to meet program goals and objectives; implements plans, work projects, processes, procedures and policies required to achieve overall program performance results.

8. Coordinates and integrates program resources to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against annual program budget.

9. Reports program goals, objectives and outcomes as required.

10. Provides leadership and works with program staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving CAPSBC’s mission, objectives and service expectations.

11. Plans and evaluates the performance of assigned staff; establishes performance requirements; regularly monitors performance and provides coaching for performance improvement and development; provides guidance and direction, ensuring a positive, productive and professional work environment.

12. Recommends additional compensation, promotion, demotion, disciplinary action or termination in accordance with Agency policy.

13. Serves as an expert program resource; provides training and technical assistance to program staff; interprets program policies and associated regulations; provides advice and direction to resolve problems.

14. Pursues funding and partnerships to expand and improve the Energy Program; identifies and recommends solutions to program resource needs and requirements.

15. Reviews and approves internal and external reports, information and other documents.

16. Ensures Agency policies, procedures and protocols are followed.

17. Works in collaboration with state and local governmental organizations, private industry associations, and other entities in order to accomplish program goals, objectives and outcomes.

18. Prepares Board agenda items, attends Board meetings, and presents information to the Board.

19. Participates in funding interviews and/or program audits; may act as a liaison for the program or Agency.

20. Negotiates with federal, state and private funding sources over program modifications, funding allocation and other related items.

21. Performs other duties as assigned.

KNOWLEDGE OF


2. Principles and practices of public and business administration.

3. Principles and practices of financial planning, budgeting and control.

4. Government funded weatherization programs.

5. Warehouse and inventory control procedures and techniques.

6. Principles and techniques of statistical analysis and presentation of data.
7. General construction practices, residential building codes, remodeling methods, energy conservation measures and material standards.

**ABILITY TO**

1. Read, analyze and interpret general business publications, professional journals, technical procedures and/or governmental regulations.
2. Write reports, business correspondence and procedures manuals.
3. Effectively present information and respond to questions from groups of managers, customers and the general public.
4. Work with limited supervision and exercise independent judgment and decision making.
5. Plan, direct, supervise and evaluate the work of subordinate staff.
6. Collect, analyze and evaluate statistical and financial data.
7. Interpret a variety of instructions furnished in written, oral, diagram or schedule form.
8. Interpret and apply pertinent Federal, State and local laws, codes and regulations governing construction and weatherization.
9. Plan, coordinate and initiate actions necessary to implement recommendations or decisions.
10. Work effectively with the CAPSBC Community Board, the public and other federal, state and local agency representatives.
11. Understand, model and articulate CAPSBC’s commitment to diversity, excellence and professionalism in all facets of the work.
12. Proficiently operate standard office equipment, including computer hardware and software applications associated with performance of assigned work (i.e., MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook, Adobe Reader, Photoshop, and Internet Explorer).

**MINIMUM EDUCATION AND EXPERIENCE**

1. Bachelor’s degree from an accredited university in construction management, business administration, public administration or social services.
2. Minimum of five (5) years experience in managing energy related programs or responsible project management to include a minimum of four (4) years staff supervisory responsibilities.

**DESIRABLE QUALIFICATION**

1. General Building Contractor’s License.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

Position requires intermittent sitting, standing, walking, twisting, and bending. Simple grasping and hand manipulation, as well as, reaching above and below shoulder level. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to lift objects weighing up to 25 pounds. Requires working indoors in temperature controlled environment with occasional exposure to outside weather conditions. The noise level in the work environment is usually low to moderate.

**BENEFITS**

1. Medical – Subject to required employee monthly contribution.
2. Dental: 100% employer paid for employees.
3. Vision and contact lens benefits every two (2) years subject to required employee co-pays and plan option.
4. Employer paid Group Life insurance coverage benefit of two (2) times the annual salary up to $200,000 plus AD & D coverage.
5. Voluntary supplemental life insurance coverage.
7. Vacation benefits do **not** accrue during the first six (6) months of employment. An employee must successfully complete their six-month evaluative period and then vacation benefits will start accruing and are available for use. Vacation benefits are accrued on a bi-weekly basis as follows:
• 1-5 years (3.08 hours per pay period = 10 days)
• 6-14 years (4.62 hours per pay period = 15 days)
• 15-over (6.15 hours per pay period = 20 days)

8. Sick leave is earned at a rate of 3.69 hours per pay period for full-time employees.
9. 403b retirement program which CAPSBC contributes 6% of employee’s gross salary once the employee meets the program requirements and employees may voluntarily contribute up to the specified Internal Revenue Service Requirements.
10. Social Security paid by employee is matched by CAPSBC, as well as Medicare.
11. Merit advancements.

LICENSE AND PERSONAL VEHICLE

Must possess and maintain a valid California Driver License, be insurable and have/maintain a good driving record throughout the course of employment. In addition, applicant must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout the course of employment. Employees receive reimbursement per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work) based on the approved IRS mileage rate.

SPECIAL REQUIREMENTS

Applicants considered for an interview must submit a Department of Motor Vehicle (DMV) Driving Report (dated within previous 90 calendar days) upon request from the CAPSBC Operations Division. An unacceptable DMV Driving Report will result in no further consideration for the position applied for.

SELECTION PROCESS

Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate (s) being considered for employment. Once the background checks (s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. An offer of conditional employment will be withdrawn upon failure to pass the physical examination. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). As a condition of employment, the recommended applicant must be able to participate in the agency’s payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have/or be able to obtain (prior to hire date) a checking or saving account.

APPLICATION

Submit a completed CAPSBC Application form to the Operations Division, 696 S. Tippecanoe Avenue, San Bernardino, CA 92415-0610. Applications must be typed and not hand written. Hand written applications will not be accepted for employment opportunities. Applicants can go to the CAPSBC website to complete an application on line, print it and submit the completed application to the Operations Division. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will not be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to fully complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in no further consideration.

CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Operations Division at (909) 723-1531.