



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

LIEAP Manager

Rocky Mountain Development Council's Low Income Energy Assistance Program (LIEAP) is seeking applicants for the position of LIEAP Manager. This position works 40 hours per week for 37 weeks of the year and 15-20 hours/week for 15 weeks in the summer. The salary for this position is \$17.70 per hour, plus RMDC's generous benefit package that includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

This position transitions roles within Energy Services throughout the year. Year-round responsibilities include administration of the RMDC Energy Share Program, management of the LIEAP Contingency Revolving Fund (CRF- emergency heat assistance funding), as well as LIEAP client consult, intake and application processing. This position will supervise up to three seasonal LIEAP positions (active during the heating season; from September through mid-May) and manage general LIEAP office operations. Summer season (mid-May through August) tasks will include preparation for the upcoming season with internal process revisions, job task assignments, etc.

Minimum Qualifications:

Knowledge: Knowledge of or ability to learn and comprehend the complex rules, procedures and policies of RMDC, LIEAP, Weatherization and Energy Share. Knowledge of or ability to learn basic building science principles and the fundamentals of mechanical system operations.

Skills: Must have basic computer skills to perform data entry, word processing, use email and develop and/or update spreadsheets.

Abilities: Ability to establish and maintain effective working relationships and communicate effectively with coworkers, clients, and outside agencies, both verbally and in writing. Ability to effectively manage internal office operations and maintain client confidentiality. Ability to operate a computer efficiently as well as receive training in and regularly utilize several State databases and programs (CDS, CHIMES, MISTICS, etc.). Ability to prepare reports in a timely manner and perform basic math functions. Ability to operate with a high degree of autonomy in the administration of the Energy Share Program. Ability to understand and apply complex program rules to a range of audiences, as well as the ability to communicate them to clients with varying degrees of cognitive abilities.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a college degree and a minimum of 1 year of supervisory experience. Experience with administrative or clerical duties working with the public, preferably in a Human Services capacity.

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, Thursday, March 30, 2017.** EEO

www.rmhc.net

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