

**Community Action Program of East Central Oregon  
(CAPECO)  
Job Description**

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| <b>Position:</b>          | <b>PROGRAM MANAGER</b>  |
| <b>Supervised by:</b>     | Director of Programs  |
| <b>Supervises:</b>        | Weatherization and Energy Staff   |
| <b>Department:</b>        | Weatherization and Energy   |
| <b>Classification:</b>    | Regular Full Time   |
| <b>Position Status:</b>   | Exempt  |
| <b>Location:</b>          | Pendleton Office  |
| <b>Salary Level/Wage:</b> | Range 17 - \$3,826  |
| <b>Benefits:</b>          | Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays |

**HOW TO APPLY:**

To apply for this position we must receive a completed CAPECO application. You can apply online by visiting our website at CAPECO-WORKS.ORG. We encourage you to apply online. However, if you are unable, paper applications are available on our website or may be picked up at any of our locations.

If sending by mail, please make it attention to Human Resources. Completed application, optional resume, cover letter and any other required documents can be sent to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801.

**POSITION OVERVIEW:**

Provide day-to-day leadership in the Energy and Weatherization department. Act as a liaison within the Energy and Weatherization and Housing Stability department and to all CAPECO offices. Responsible for program oversight, compliance, reporting, financial oversight (including completion of financial documents), staff training and assisting with personnel issues. Report directly to the Housing Stability and Weatherization and Energy Director.

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

1. Assist Director with meeting compliance standards for all programs according to Federal, State and program regulations. Recommend policies, procedures and memorandums of understanding to be approved by the Director.
2. Assist with developing programs, securing funding including applying for funds, and reporting.
3. Maintain updated list of required training acquired by Weatherization and Energy employees.
4. Respond to requests for information and collect reporting data to assist in the submission of program reports.

5. Attend statewide meetings.
6. Be aware of developing trends and opportunities and, with approval from the Director, respond to and pursue new opportunities for services.
7. Work with partnering agencies and community organizations to coordinate effective service provision to clients. Work with other agency staff to implement best practices and standards.
8. Coordinate and lead staff meetings. Respond to staff questions about program operations.
9. Computer skills and working knowledge of data entry software.
10. Access, interpret, and apply computerized client data information.
11. Abide by all compliance principles issued by Federal, State and Local rules and regulations relevant to client eligibility, file maintenance, audit and inspection standards, performance codes, and acceptable measures and products.
12. Have a general knowledge of Weatherization and Energy Education materials.
13. Issue approval of payment or denial of installed measures to contractors and subsequent follow-up in accordance to contract with vendors.
14. Ability to interact with the public, staff, contractors, peers, and state program representatives in an informative and professional manner.
15. Oversee annual contractor/vendor written contracts for services following procurement regulations.
16. Grant budget management and tracking of revenue and expenses.
17. Performs other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Educational requirements include a Bachelor's Degree in related field. Advance academic training may be substituted for three years of work experience or a combination of education and work experience.
- Understand and follow complex written and oral instructions, rules, and procedures.
- Supervisory experience and ability to assess/evaluate staff and make appropriate recommendations to Director.
- Assist in the preparation of reports: statistical, financial, and program.
- Serve as a member of the Management Team.
- Communicate effectively, orally and in writing, with partnering agencies, clients and their families, state offices, co-workers, and the public.
- Financial management experience including budgeting.
- Must have or obtain Oregon Lead Safe Renovator certification, within 90 days from date of hire.
- Must have or obtain certification for the Oregon Residential Energy Analyst Program (three training tracts), REM Design and all other certifications as deemed necessary in order to meet program requirements within two years from date of hire.
- Must have or obtain certifications for Quality Control Inspector and all other certifications as deemed necessary in order to meet program requirements within three years from date of hire.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 50 pounds.

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets. This position also occasionally visits client’s homes, exposing you to outside weather conditions (extreme heat and cold); moving mechanical parts; fumes or airborne particles; risk of electrical shock.

**SPECIAL REQUIREMENTS:**

- Must pass a criminal history background investigation; however, a conviction of a crime may not necessarily disqualify an individual from this position.
- CAPECO is a drug free workplace and pre-employment drug screening will be required.
- Possession of or ability to obtain a valid Driver’s License and insurable driving record is required.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

**EQUAL OPPORTUNITY EMPLOYER**