



MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 385-9934
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-
Johnson
Executive Director

JOB DESCRIPTION

PROGRAM ASSISTANT **WEATHERIZATION**

Overview:

Under supervision of the Weatherization/Housing Director, to administer the programmatic reporting required by the LIHEAP, LIWP and DOE weatherization programs; and do related work as required. This is a non-exempt position.

Essential Functions:

- Responsible for administrative clerical functions;
- Invoicing of client files;
- Prepare routine correspondence;
- Collection, input and analysis of data;
- Answer program inquiries and give out information concerning program parameters as appropriate;
- Create Purchase Requisitions;
- Inventory; maintain weatherization materials stock;
- Report preparation; complete contract reporting requirements;
- Other duties as assigned

EMPLOYMENT STANDARDS:

Education:

High School graduate or equivalent; college business courses desired.

Experience:

Three years progressively responsible work experience involving working with people, invoicing and report preparation.

Knowledge and Abilities:

Knowledge of accounting principles, construction background, administrative functions, report generation, contract administration; and office machines, computer programs & applications.

Ability to work independently; monitor and evaluate program effectiveness; interact and communicate clearly and effectively orally and in writing.

LICENSES AND OTHER REQUIREMENTS:

1. Bilingual English/Spanish Required
2. Valid California driver's license and proof of minimum California vehicle insurance.
3. Ability to walk, stoop and squat as needed; be able to lift and carry in excess of 30 pounds on a regular basis and to sit as much as 75% of scheduled working time.

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO
MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION**

SALARY RANGE: 54.6 \$11.74 PER/HR + BENEFITS 40 HRS/WEEK
JOB SITE : MCCA WEATHERIZATION OFFICE MERCED
APPLY AT : 1235 W. Main St. Merced; application and resume a MUST
DEADLINE : Open Until Filled

NOTE: POSTMARKS WILL NOT BE HONORED

03/15