



MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main Street, Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-
Johnson
Executive Director

PROGRAM ASSISTANT
ENERGY/WEATHERIZATION DEPARTMENT

Overview:

Under supervision of the Weatherization Director, to administer the programmatic reporting required by the LIHEAP, DOE and DAP 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;
- Conduct client intakes;
- 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 more than 30 pounds on a regular basis and to sit as much as 75% of scheduled working time.
4. Must be able to pass a full background check, and clean drug screening

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

***ALL JOB OFFERS ARE CONTINGENT UPON COMPLETING A BACKGROUND AND PHYSICAL**

SALARY RANGE: Step 1 Step 2 Step 3 Step 4 Step 5

64.2	\$18.76	\$19.70	\$20.68	\$21.72	\$22.81
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BENEFITS: **Benefits include (Medical, Vision, Dental, 403B Retirement Match. Employer also pays a portion of benefits and 100% for Life insurance).**

JOB SITE: **Atwater -109 Airpark Rd. Atwater, CA 95301**

HOURS: **Fulltime-40 hours per week**

APPLY AT: **www.mercedcaa.com (Application and Resume a MUST)**

DEADLINE: **Open Until Filled**

POSTMARKS WILL NOT BE HONORED THIS IS NOT A COUNTY POSITION

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