



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

JOB ANNOUNCEMENT AND POSITION DESCRIPTION

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

REQUIRED QUALIFICATIONS:

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.
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**

DEI Statement of Intent:

At Community Action, we commit ourselves fully to the ongoing work of creating a more diverse, equitable, and inclusive community. We enthusiastically embrace the diversity of Customers, communities and employees and seek to do Whatever It Takes to create places where all people feel welcome, equal, heard and valued. We stand against racial injustice and discrimination of all kinds, including any mistreatment of people based on their race, language, ethnic background, ability, religion, sexual orientation, gender identity, or gender expression. We will make all reasonable accommodations to our policies to be the most inclusive workplace possible. We acknowledge that this is a process and not a destination and will remain committed to regularly evaluating and redefining our Statement and our efforts to make progress.

SALARY RANGE:

\$18.76 (64.2-1) | \$19.70 (64.2-2) | \$20.68 (64.2-3) | \$21.72 (64.2-4) | \$22.81 (64.2-5) | 40 hours/wk.

BENEFITS: Medical (Employer Contribution), Dental & Vision (Paid by employer 100% if Medical is waived), Life Insurance (100% paid by employer), 403B Plan (Employer match up to 7%), and Step Increases of up to 5% after 1 year of employment.

JOB SITE: ATWATER

APPLY AT: 1235 W. Main St. Merced; application and resume a MUST

DEADLINE: Open Until Filled

NOTE: POSTMARKS WILL NOT BE HONORED

THIS IS NOT A COUNTY POSITION