



**COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota**

Position Description

Department: Weatherization **Status:** Non-exempt
Position Title: Office Assistant **Grade Level:** C
Immediate Supervisor: Weatherization Director

Management Approval: _____ **Date:** _____
Supervisor Signature: _____ **Date:** _____
Employee Signature: _____ **Date:** _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Assists Community Action Partnership Weatherization Program with clerical duties to include answering phones, filing, general correspondence, and reports. Works closely with service providers and client information.

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Assists the Program Director by keeping within the fiscal constraints of the budget.
3. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
4. Maintains staff, client and agency wide confidentiality at all times.
5. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
6. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
7. Attends meetings, workshops and training sessions as approved by the Program Director.
8. Participates on program related committees as approved by the Program Director.
9. Is required to travel by ground or air to meetings, conferences, trainings, etc.
10. Continues professional growth through educational and training experiences in their field.
11. Performs clerical tasks that may include general correspondence, recording of minutes, filing, reception and other administrative duties.
12. Input Weatherization client information from intake form and Weatherization application to programmatic software package.
13. Works with service providers (Roughrider Electric, MDU, etc) to obtain client information for month-end reports.
14. Works with sub-contractor(s) (Furnace Program) to provide required paperwork and bid forms in replacement and repair of Furnaces and Water Heaters.
15. Obtains client information from Social Services to complete application process for furnace and Weatherization Program.
16. Obtains fuel assistance referral list from the state and sends weatherization application to clients.
17. Input data into existing excel spreadsheets for different grant monies spent. Develop new spreadsheets as needed.
18. Keep the Weatherization Program Policy and Procedure handbook updated.
19. Responsible for cleanliness and general maintenance of the Weatherization office.
20. Answers phone requests for information, forms, applications, etc.
21. Responsible for maintaining and purchasing of Weatherization Office Supplies.
22. Prepares and codes Purchase Orders.
23. Assists with Inventory of Weatherization materials and completion of month end reports.

C. SUPERVISORY RESPONSIBILITIES:

None

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. Associate Degree in Office Administration or the equivalent.
2. Two years full-time experience in office administration, accounting or finance.
3. Experience working with people from various socio-economic and educational backgrounds.
4. Must possess a valid driver's license and have an insurable driving record.
5. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
6. Demonstrated ability to effectively communicate both in written and oral forms.
7. Proficient with computers software to include Windows, Internet, Microsoft Office software and other office equipment.
8. Demonstrated ability to utilize the basic functions of the Program specific software within 3 months from date of hire.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 25 pounds.

F. WORK ENVIRONMENT:

Frequently:

Works in a variety of working conditions including indoor and outdoor in controlled and uncontrolled environments.