



## HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive  
Hilo, Hawaii 96720-2013  
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### Job Posting

**POSITION TITLE:** Housing and Energy Program Manager  
**REPORTS TO:** Executive Director  
**JOB LOCATION:** Central Administration  
**FLSA:** Part-time/Exempt/ .50 FTE.

**ACCOUNTABILITY:** This position reports to the Deputy Director and will be responsible for the overall development/administration of all housing programs, including new construction, rehabilitation, counseling, education, weatherization, energy programs and assistance, information and training, and referral services.

**ESSENTIAL JOB FUNCTIONS:** *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and ability required. The position description is intended to describe the General nature and level of work being performed by the person in the job. It is no intended to be an exhaustive list of all responsibilities and skills required.)*

1. Perform technical analytical tasks to determine community housing and weatherization needs, available resources, availability of funding and feasibility of applying for programs to benefit low and very low-income populations.
2. Research and apply for funding from governmental, for-profit and nonprofit agencies and organizations.
3. Carry out programs to meet requirements and serve target populations.
4. Manage funds, staffing, and schedules.
5. Prepares program and financial reports and submits to various County, State, and Federal agencies.
6. Network with governmental housing agencies and private for-profit and nonprofit agencies.
7. Maintain contracts with clients to ensure long-term housing success and compliance with long-term program requirements.
8. Keeps current on latest building innovations, laws, regulations, notices of funding availability through periodicals, newsletters, email communications, newspapers, community meetings and networking with government and service providers.
9. Supervise and direct staff hired to carry out construction, solar water heater installation, or provide clerical support.
10. Manage weatherization program, ensuring agency complies with all applicable rules and regulations.
11. Provide accurate monthly/quarterly progress reports of contracted workers for funding agency.
12. Interact with legislators, government agencies, other service providers and private funding agency to advocate for safe, sanitary and affordable housing for low and very low-income population.
13. Performs other related duties as directed by the Deputy Director and/or Executive Director.

#### **FOR NEW CONSTRUCTION PROJECTS:**

14. Assist qualifying families for loans. Organize selected families for building, executes construction agreements, including providing homeowner training and individual counseling.
15. Coordinate the bidding and selection of architect, engineer, construction supervisor, subcontractors, other building professionals, contract construction professional; hire construction supervisor, administrative assistant and other staff required to carry out.

16. Coordinate selection of building plans, applying for permits, selection of building material suppliers. Establish procedures; Order and ensure delivery of building materials.
17. Establish and supervise billing and payments, accounting of administrative grants and individual homeowner's accounts.
18. Enforce contract requirements with families and subcontractors.
19. Coordinator use and maintenance of tools and equipment.
20. Collect tool rental fees and enforce penalties for noncompliance.
21. Coordinate inspections public notice of completion, certificate of occupancy, conservation of loans to permanent financing and project close-out.
22. Provide post construction homeowner maintenance and loss-prevention training.

#### **FOR REHABILITATION PROJECTS**

23. Conduct outreach,
24. Receive and qualify applicants, perform credit check, loan underwriting analysis, check tax liabilities.
25. Perform inspections of single family homes/construction.
26. Prepare approved work list.
27. Assist clients with bidding and selection of contractors.
28. Prepare, coordinate execution and distribution of legal documents; record mortgages; issues notices to proceed, conduct progress.
29. Process payments (Waiver of Liens, coordinate approvals) to contractors; report to funding agency; withdrawn funds; close out construction and programs to meet regulatory and program requirements.

#### **FOR WAP PROJECTS**

30. Integrate weatherization assistance and energy education programs to maximize benefits to program and clients.
31. Identifies potential partnerships with local and state agencies/organizations to deliver program.
32. Implements and monitors program operations to assure that program goals are met and agency policies and procedures are followed and goals and objectives as detailed in grant approval are met.

#### **Working Conditions:**

Work is both indoors and outdoors; requiring driving for long distances. Require regular attendance to established work schedule and adherence to established HCEOC policies and procedures.

#### **Equipment Use:**

Requires use of usual office equipment including computers, and ten key calculators.

#### **Mental Demands:**

Duties require an awareness of deadlines, frequent multi-tasking, and attention to detail, ability to function independently, composition skills and mathematical ability.

#### **Physical Demands:**

Duties require periods of prolonged sitting, standing, kneeling, bending and long periods of driving. Applicant must be able to lift 40 pounds and more. Occasional home weatherization supervisory duties may require climbing, crawling, etc. in homes. Also, applicant must meet health and physical condition standards necessary for proper performance of duties.

#### **Communications:**

Duties require frequent communication inside and outside the agency with vendors, sales and representatives using considerable tact, persuasion and discretion.



**KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of the island, housing programs, energy assistance programs and homeless service, and services for the elderly.
- Basic knowledge of appropriate federal, state and county housing laws, rules and regulations.
- Skill in use of computer software including word-processing, spreadsheet application and web research.
- Ability to plan, organize and coordinate works schedules to include contractual work to construct homes and carry out government and private funding agency requirements.
- Good people skills.
- Ability to work effectively as a team member of HCEOC.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree (or equivalent work experience) with background in social services and/or planning.
- Familiarity with the community and experience working with low income individuals and community groups.
- Previous work experience in housing or social services is desired.
- Capable of empathy, connection with people is essential.
- Must possess a valid driver's license with no restrictions or serious violations and submit renewal upon expiring periodically.
- Provide a driving abstract prior to hire and updated annually.

If you are interested in applying for this position, please submit your resume and letter of interest to Human Resources, H.C.E.O.C., 47 Rainbow Drive, Hilo Hawaii 96720, or by email to [hceochrclerk@hceoc.net](mailto:hceochrclerk@hceoc.net) or visit our website [www.hceoc.net](http://www.hceoc.net) and complete an application.

**Closing date for this recruitment will be Friday April 20, 2018, 12:00 noon.**