**Position:** Director of Housing & Energy Services  
OhioMeansJobs Post #212941954

**Job Description:**

Ashtabula County Community Action Agency is Hiring a Director of Housing & Energy Services

Formulate and administer Division and/or Program(s) internal procedures. Advises Executive Director on formulation of Agency Policy and Procedures. Administers Agency Policy and Procedures within the division. Responsible for completion of and/or oversight of the completion of program(s) budget(s). Direction and management of Agency’s Mission with Division. High level of ingenuity and creativity necessary in writing and speaking. Ability to assess local anti-poverty needs, plan a program to meet needs, locate funding source(s) and write grants. Plans, directs and coordinates activities of designated project(s) and/or program(s) to ensure that goals or objectives of project(s) and/or program(s) are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

The Director of Housing & Energy Services is responsible for the overall direction, coordination and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Salary $48,000 - $55,000 per year

**Desired Skills:**

Degree in Business, Social/Human Services, Public Administration or related field, or an equivalent combination of education and five years’ experience managing multiple employees.

**How to apply:**

Interested applicants may submit resumes to:

Ashtabula County Community Action Agency  
P.O. Box 2610  
Ashtabula, OH 44005

**OPEN DATE** 10/11/19  
**CLOSE DATE** 11/11/19

If you need assistance or have any questions, feel free to contact:
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

Thank you and best of luck  
OhioMeansJobs Ashtabula County

Like us on Facebook  Follow us on Twitter