



## Human Resources

Oakland Livingston Human Service Agency  
196 Cesar E. Chavez Ave.  
P.O. Box 430598  
Pontiac, MI 48343-0598  
Email: [employment@olhsa.org](mailto:employment@olhsa.org)  
(248) 209-2615 FAX  
Website: [www.olhsa.org](http://www.olhsa.org)

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### Community & Energy Services Director

**Division:** Community & Energy Services  
**Supervisor:** Chief Executive Officer

#### Job Mission:

Oversee division programs including Welcome Center Services, Weatherization Assistance Program, Affordable Assistance, Asset Management, Workforce Development and other community and energy services related programs. Serve as an advocate for low income, disadvantaged families. Increase and maintain financial support for agency operations.

#### Performance Standards:

1. Oversee all division programs assuring compliance as stated in the Community Services Policy Manual (CSPM), Department of Energy (DOE), Low Income Home Energy Assistance Program (LIHEAP) along with all federal, state and local guidelines.
2. Develops and implements short and long-range development strategies and action/work plans, public/private partnerships for development, and business assistance programs for existing and prospective businesses. Recommends adjustments in programs, activities, policies, and procedures to further new economic development and secure new funding.
3. Provide effective interface with advisory boards, neighborhood councils, special committees, and other agencies including non-profits.
4. Collaborate with program divisions on project development and funding.
5. Supervises assigned staff.
6. Carry out all other duties as assigned.

#### Qualifications:

1. BS or BA degree from an accredited college or university and four (4) years of related experience or a Technical/Trade School degree in HVAC, Carpentry, Construction, or a related field; or an equivalent combination of education and experience.
2. Minimum of four (4) years experience on administering publicly/federally funded programs in a senior supervisory management position. Project and budget management is required.
3. Minimum of four (4) years experience related to weatherization, energy saving programs, building construction, home repairs, HVAC and/or business development.
4. Minimum two (2) years experience working with spreadsheets, budgets, and basic Microsoft Office programs including presentation programs.
5. Licenses and Certifications Required: Valid Michigan Driver's License.

#### Hours & Wage

\$1349.00 per week (minimum)  
40 hours per week, 52 weeks per year

#### Deadline to Apply

Until filled