



## Human Resources

Oakland Livingston Human Service Agency  
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### PROGRAM SUPERVISOR

**Division:** Community & Energy Services  
**Department:** Weatherization  
**Supervisor:** Assistant Director for Weatherization and Community & Energy Services  
**FLSA Status:** Non Exempt/ Non Union

#### Job Mission:

To provide management support in the production, inspection, and intake/audit functions of the Community & Energy Services programs. Further, Community & Energy Services Office Manager is responsible for using independent judgment and discretion with regard to monitoring of problems, dispute resolution of programs, and team supervision.

#### Performance Standards:

1. Manage daily operations of assigned Community & Energy Services program functions to ensure compliance and quality service delivery in accordance with OLHSA's and funding sources' service standards, policies, and procedures.
2. Responsible for database administration and user support, reporting, and internal control activities.
3. Maintain relationships/partnerships with stakeholders/clients to advance Community & Energy Services programming and to support clients.
4. Supervise assigned staff of two or more people. Community & Energy Services Office Manager shall have hiring, firing, and disciplining responsibilities in concert with the Associate for Weatherization and Community and Energy Services.
5. Carry out all other duties as assigned by supervisor.

#### Qualifications:

1. Bachelor's Degree in Business Administration, Communications or related field or 5 years of experience in Office Management, Human Resources and/or Customer Service required.
2. Minimum of two (2) years of experience working with low income, diverse populations required.
3. Minimum of two (2) years of managerial/supervisory experience required.
4. Minimum of two (2) years of experience using computer applications in a Windows environment and other database applications required; experience with Microsoft 365 is a plus.
5. Reliable transportation to be used for job related travel is required.

#### Hours & Wage:

\$23.02 per hours (minimum);  
40 hours per week, 52 weeks per year

**Location:** Pontiac

**Job Requirements in an 8 hour workday:**

1. Sit: 5 hours- writing, working at desk, attending meetings
2. Stand: 2 hours- speaking at meetings or events
3. Walk: 2 hours- interacting w/staff & contractors, walking to different rooms of building
4. Bend/Stoop: 2 hours- picking up materials for meetings and office supplies

**Movements:**

1. Crawl: No
2. Reach Above: Yes- reaching for files, books, binders & supplies
3. Crouch: Yes- reaching files in low cabinet
4. Balancing: No
5. Squat: No
6. Climb: Yes- stairs
7. Shoulder level: Yes- reaching for files, books, binders & supplies
8. Kneel: Yes- to reach files, books, binders & supplies
9. Pushing: Yes- pushing carts with supplies
10. Weight carried: 11 to 25 lbs.- files, books, supplies
11. Weight lifted: 11 to 25 lbs.- files, books, supplies

**OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER**