

East Missouri Action Agency, Inc.  
PO Box 308 - 403 Parkway Drive  
Park Hills, Missouri 63601  
A Community Action Agency.

**REQUEST FOR/ NOTICE OF JOB ANNOUNCEMENT**

DATE OF REQUEST: 1/24/2023 DEPARTMENT: WEATHERIZATION

POSITION TITLE: SENIOR ADMINISTRATIVE ASSISTANT PROGRAM: WEATHERIZATION

POSITION SUMMARY: This job will assist and complete closings on homes as required by the funding source. Maintains records of all WX and Housing programs. Oversee all of the purchase supplies for WX related programs, plus track expenditures accordingly. Must ensure office is manned at all times by coordinating schedules with WX related program staff.

ADVERTISE TO:  Public  Agency  Both STATUS:  Exempt  Non-Exempt

LOCATION: CENTRAL OFFICE

GRADE LEVEL/ STEP: VI AMOUNT: \$16.00-\$16.50 per hour

CLASSIFICATION:  Full-time  Part-year  Temporary  Emergency

DAYS AND HOURS: \_\_\_\_\_

QUALIFICATIONS: An Associate's Degree or two years post high school formal secretarial training. However, secretarial or administrative experience may be substituted for this educational requirement on the basis that two years of experience equals one year of education.

TARGET DATE FOR EMPLOYMENT: 2/13/2023

APPLICATION PERIOD DEADLINE: 2/3/2023

BENEFITS: Medical, Dental, Vision, Life Insurance, Retirement, Holiday Pay, Paid Vacation, Sick and Personal Leave

SUPERVISOR'S NAME: Dave Scheck

PERSON MAKING REQUEST: Bill Tucker

William C. Spuler 01/24/2023    
Program Director's Signature Date Approved Disapproved

Keri McCroskey 1/24/2023    
Executive Director's Signature Date Approved Disapproved

APPLY TO:  
East Missouri Action Agency, Inc.  
Human Resource Department  
PO Box 308 - 403 Parkway Drive  
Park Hills, MO 63601  
573-431-5191

Interviews will be held with leading candidates by appointment.