

**East Missouri Action Agency, Inc.**  
403 Parkway Drive, Post Office Box 308  
Park Hills, Missouri 63601  
A Community Action Agency.

**REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT**

**DATE OF REQUEST:** 11/22/2021 **DEPARTMENT:** Housing

**POSITION TITLE:** Administrative Assistant **PROGRAM:** Weatherization

**POSITION SUMMARY:** This position resides within the Housing Department and reports directly to the Weatherization Program Manager in order to ensure a smooth and continuous program operations. Oversees office expenditures and weatherization related programs. In charge of annual re-certifications for area of jurisdiction to keep schedules up to date.

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

**LOCATION:** Central Office

**GRADE LEVEL / STEP:** V **AMOUNT:** \$14.09

**CLASSIFICATION:**  Full-time  Part-Time  Temporary  Emergency

**DAYS AND HOURS:** Monday - Thursday / 36 Hours

- QUALIFICATIONS:**
- A. Must possess good communication and public relations skills.
  - B. Must possess computer skills.
  - C. Must possess a highschool diploma or equivalent.
  - D. Must possess good mathematical skills.
  - E. Must maintain good attendance.
  - F. Must possess good typing and filing skills.
  - G. Must be proficient in the operation of office machines and equipment.
- Must possess a valid Missouri Drivers License.

**TARGET DATE FOR EMPLOYMENT:** 11/22/2021

**APPLICATION PERIOD DEADLINE:** 12/6/2021

**BENEFITS:** All agency benefits: Medical, dental, retirement plan, vacation and sick time

**SUPERVISOR'S NAME:** Dave Scheck

**PERSON MAKING REQUEST:** Dave Scheck

William C. Donker 11/18/2021  Disapproved  
Program Director's Signature Date Approved

Keri McCrory 11/18/2021  Disapproved  
Executive Director's Signature Date Approved

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

Interviews will be held with leading candidates by appointment.

**EAST MISSOURI ACTION AGENCY, INC.**  
**A COMMUNITY ACTION AGENCY**  
**403 PARKWAY DR., P.O. BOX 308**  
**PARK HILLS, MO 63601**  
*"AN EQUAL OPPORTUNITY EMPLOYER"*  
**(573) 431-5391**

1. **JOB TITLE:** Weatherization, HPG, Home Repair Administrative Assistant
2. **GRADE:** V
3. **FLSA JOB STATUS:** Non-Exempt
4. **SUPERVISOR'S POSITION:** WX. Program Manager
5. **SUPERVISED POSITION:** None
6. **POSITION SUMMARY:** Provide administrative support to the Housing Director & Weatherization Manager in order to ensure smooth and continuous program operations. Oversees office expenditures and Wx related programs web site maintenance, in charge of annual re-certifications for area of jurisdiction to keep schedules up to date.
7. **SPECIFIC RESPONSIBILITIES:**
  - A. Take applications for all Wx related programs and complete all necessary forms.
  - B. Assemble briefing and owner informational packets for Wx. Related programs.
  - C. Type correspondence for Wx. related programs as required.
  - D. Review client files upon execution of paperwork with contractors to ensure accuracy and completion of same.
  - E. Generate and update recertifications as required by funding source.
  - F. Provide primary receptionist duties for Wx. and related programs; greet clients, answer phones as needed and complete required copy work.
  - G. Assess situations with clients; determine who will handle and forward to appropriate staff.

- H. Purchase all supplies for Wx. and related programs plus track expenditures.
- I. Ensure office equipment is properly maintained.
- J. Responsible for daily mail to the Wx. and related programs and routing to appropriate staff.
- K. Ensure forms are well stocked for WX and related programs.
- L. Maintain records of all Wx. related programs and attendance.
- M. Ensure office is manned at all times by coordinating schedules with Wx. related program staff.
- N. Conducts and briefs clients as required.
- O. Take minutes at Wx. related programs meetings and maintain records of such.
- P. Maintain Wx. related programs web site.
- Q. Make travel arrangements for Wx. and related programs staff.
- R. Conduct annual program related surveys for area of jurisdiction.
- S. Update all forms and forward to appropriate staff.
- T. Do monthly updates as required.
- U. Perform other duties as assigned by Supervisor to maintain successful and ongoing Wx. and related programs.

8. **TRAINING, EXPERIENCE AND SKILLS REQUIRED.**

- A. Must possess good communication and public relations skills.
- B. Must possess good computer skills.
- C. Must possess good mathematical skills.
- D. Must possess good organizational skills.
- E. Must possess good typing and filing skills.
- F. Must possess high school diploma or equivalent.

- G. Must be proficient in the operation of office machines and equipment.
- H. Must be able to lift weights up to 50 pounds.
- I. Must possess a valid Missouri Drivers License.
- J. Must have reliable transportation and reliability insurance.
- K. Must maintain good attendance.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date

Weatherization, HPG, and Home Repair Administrative Assistant Position Description