



## Position Description

### **ENERGY ASSISTANCE COORDINATOR**

#### **I. Summary:**

This position administers the region-wide distribution of the Low-Income Home Energy Assistance Program (LIHEAP) Block Grant along with the CITGO / AITC Heating fuel allocation throughout Southeast Alaska as well as administering any other grants that may possibly be acquired.

#### **II. Authority:**

The position functions within the THRHA Department of Administration and under the Supervision of the VP Business & Economic Development; with authority over the provision of Energy program services to nineteen (19) communities in the Southeastern region of Alaska.

#### **III. Duties and Responsibilities:**

- Incumbent is directly responsible for preparing and submitting applications for the LIHEAP and CITGO/AITC granting agencies as well as any other complementary energy related programs determined both possible and appropriate; and
- Prepare overall and detailed Budgets for each program administered as well as annual schedules which detail necessary benchmark steps for the administration of each program; and
- Process applications and maintain records sufficient to fulfill programmatic documentation requirements of energy programs being administered; and
- Recommend and implement changes to policies and procedures whether required by the grantors or identified internally and determined to be appropriate in order to improve program execution and delivery; and
- Coordinate and acquire necessary tribal cooperation in gathering information as well as acquiring all resolutions necessary to acquire grants and deliver services; and
- Negotiate rates and terms for LIHEAP & CITGO contractors and recipients while also monitoring and enforcing program compliance and issue appropriate check requests and payment approvals as needed; and
- Develops LIHEAP & CITGO outreach plans to ensure that both participants and providers are aware of program availability, policies and procedures; and
- Ensure that significant aspects of Program/grantor requirements as well as optional variables under your discretion are obvious to your supervisor so there is a clear understanding of program opportunities and challenges in order to assist in determining strategies; and

- Provide training and guidance to other THRHA staff that are called upon to assist you, as needed in the delivery of program services; and
- Submit all necessary reports required of Grantors in order to fulfill the programs in the incumbent's purview; and
- Provide supervisor with a brief quarterly progress statement that states your accomplishments during the quarter then ending as well as the goals and challenges anticipated for the then coming quarter; and
- Other duties as required.

#### **IV. Required Knowledge, Abilities and Skills:**

- Ability to work independently with minimal oversight.
- Ability to supervise staff.
- Effective oral skills and to lead effective public meetings.
- Ability to read, comprehend, explain, and apply written procedures.
- Working knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Working knowledge of filing and record keeping systems.
- Ability to compare data from two or more sources for accuracy and completeness.
- Ability to perform complex data entry tasks.
- Working knowledge of MS Office Suite software and the use of computer systems including databases.
- Ability to follow oral and written instructions.
- Must be able to communicate clearly and accurately with a variety of individuals.
- Must have a valid Alaska State driver's license
- Strong customer service skills.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Kneel;
  - Crouch;
  - Reach
  - Push and pull
  - Lifting up to 30 pounds

#### **V. Minimum Qualifications:**

Must have 5 years progressive experience administering grant programs with a preference toward low income assistance programs.

#### **VI. Grade Level:**

Grade 12

Exempt

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Supervisor/Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Revised (June 2018)