



**PIERCE COUNTY**  
invites applications for the position of:

## **Weatherization and Energy Assistance Programs Supervisor (Social Service Supervisor)**

**SALARY:** \$79,833.91 - \$102,251.88 Annually

**OPENING DATE:** 09/06/19

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**This is a grant funded position. Continued employment is contingent upon job performance/evaluation, continued funding of the program and other appropriate County procedures.**

**Please note: This position is open until filled with a first review of applications on September 15.**

Pierce County Human Services is the community and human services arm of Pierce County government. It is the largest contributor to Pierce County's safety net providing services and funding to nearly 170 agencies and governmental jurisdictions. With on-site information and assistance staff, case managers, contract managers, and other professionals, we provide support for a wide range of services.

Our mission is to ensure all of Pierce County has equitable access to community-based services that respect each person's unique experience. We strive to meet this mission through our vision of empowered individuals, healthy families, and thriving communities and are looking forward to finding the right candidate to directly impact our local community.

**POSITION SUMMARY:**

**Why It's a Great Opportunity:** This is a supervisory position supporting the Weatherization and Energy Assistance Programs working to improve the health and safety of Pierce County residents' homes. You will have the opportunity to join a team of highly motivated, compassionate employees who have been recognized for their quality work locally and nationally.

**Why It's a Great Department:** The Human Services Department is comprised of a talented and diverse staff. As a Human Services employee you will make a difference in people's lives and a positive contribution to Pierce County.

**How to be Successful in the Role:** To succeed in this role you must have experience working with diverse populations and the knowledge and ability to supervise and innovate programs. Most importantly, you must be client-focused and continuously work to build and maintain strong partnerships.

**Your Future in this Role:** You will have access to Pierce County training opportunities as well as Weatherization trainings provided by the Building Performance Institute.

**Core Daily Responsibilities:**

- Supervise the Weatherization and Energy direct service staff.
- Oversee, recommend and implement plans for Weatherization and Energy Assistance Programs.
- Develop best practices and service targets while continually monitoring performance.
- Manage revenue and expenditure contracts.
- Monitor budgets with multiple funding sources.
- Coordinate service delivery and funding across programs based on available funding and program rules.
- Ensure compliance of Federal, State and County policies and procedures for all funding sources and work.
- Mediate and resolve client and/or staff concerns or issues per program guidelines.
- Supervise and coordinate activities of the Weatherization and Energy programs; determine work procedures; assign, review and approve the work of subordinate staff.
- Conduct performance evaluations and develop performance measures and standards.

This is a "summary" of the duties. It is not all-inclusive, and other related activities or tasks may be assigned. A classification description with a more detailed list of essential functions that may be performed can be found [here](#).

**QUALIFICATIONS:****Recruiting Requirements:**

- Graduation from a four year college or university with a Bachelor's degree in public or business administration or social work, and four or more years of progressively responsible work experience that demonstrates the ability to perform the essential functions of the position with at least one year in a supervisory capacity required.
- Any combination of education and experience may substitute for the minimum requirements.

**Preferred Qualifications:**

- Strong knowledge of and experience with managing Weatherization programs.
- Knowledge of Federal, State and local policies and regulations related to Weatherization, Low Income Home Energy Assistance Program (LIHEAP) and Puget Sound Energy Assistance Program (PSE).
- Experience contracting with direct providers.

**Special Requirements/Qualifications:**

- Successful completion of a Pierce County background investigation is required prior to employment.
- Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.

**SUPPLEMENTAL INFORMATION:****To be considered for this opportunity please:**

- Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: [www.piercecountywa.org/jobs](http://www.piercecountywa.org/jobs).
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.piercecountywa.org/jobs>

Position #19-00342  
WEATHERIZATION AND ENERGY ASSISTANCE PROGRAMS  
SUPERVISOR (SOCIAL SERVICE SUPERVISOR)  
CF

Pierce County Human Resources  
4301 S Pine St, Suite 200  
Tacoma, WA 98409  
(253) 798-7480  
For Sheriff's Department positions: 253-798-6250

[pchumanresources@co.pierce.wa.us](mailto:pchumanresources@co.pierce.wa.us)

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## **Weatherization and Energy Assistance Programs Supervisor (Social Service Supervisor) Supplemental Questionnaire**

- \* 1. Please describe your level of education.
- Less than High School or GED.
  - High School or GED.
  - Some college credits but not enough for a degree.
  - AA in an unrelated field.
  - AA in public or business administration or social work or related field
  - BA in an unrelated field.
  - BA in public or business administration or social work or related field
  - MA in an unrelated field.
  - MA in public or business administration or social work or related field
- \* 2. How many years of supervisory experience do you have?
- None
  - 1 year to less than 3 years
  - 3 years to less than 5 years
  - 5 years to less than 10 years
  - more than 10 years
3. Describe your supervisory experience.
- \* 4. Please describe your level of experience with Weatherization or Energy Assistance programs.
- I don't have any experience with Weatherization or Energy Assistance programs.
  - I have less than 1 year of experience with Weatherization or Energy Assistance programs.
  - I have more than 1 year but less than 2 years of experience with Weatherization or Energy Assistance programs.
  - I have more than 2 year but less than 3 years of experience with Weatherization or Energy Assistance programs.
  - I have more than 3 year but less than 5 years of experience with Weatherization or Energy Assistance programs.
  - I have more than 5 year but less than 7 years of experience with Weatherization or Energy Assistance programs.
  - I have more than 7 year but less than 10 years experience with Weatherization or Energy Assistance programs.
  - I have more than 10 years of experience with Weatherization or Energy Assistance programs.
- \* 5. Please describe your experience working with Weatherization or Energy Assistance programs. Be sure to include any experience you have with program oversight.
- \* 6. Describe your experience contracting with direct providers.
- \* 7. After closely reviewing this job announcement, why do you believe you would be an outstanding candidate for this opportunity?