



KENDALL COUNTY
HEALTH DEPARTMENT
EMPLOYMENT OPPORTUNITY
ENERGY CONSERVATION TECH
FULL-TIME EXEMPT
GRUNDY COUNTY OFFICE

EDUCATION/EXPERIENCE/LICENSURE:

- ▶ High school diploma or equivalent required and five (5) years of experience in office or social services field
- ▶ Valid Illinois Driver's License.

SKILLS/KNOWLEDGE/ABILITIES (MAY INCLUDE):

- ▶ Requires the ability to conduct Community Action programming, including, but are not limited to LIHEAP energy assistance, Weatherization, CSBG (Community Service Block Grant) programs and emergency preparedness.
- ▶ Requires the ability to display a positive, cooperative, professional, & team orientated attitude & the ability to establish & maintain working relationships with supervisor, co-workers, county, state & other officials & the general public.
- ▶ Requires the ability to explain existing laws, rules & regulations & to exercise good judgement in applying departmental policies to daily work problems.
- ▶ Requires the ability to travel throughout Kendall & Grundy Counties & other locations in Illinois as needed to perform assigned job duties, which includes maintaining current auto insurance & reliable transportation.
- ▶ Requires the ability to work in both Kendall and Grundy County offices (mainly at the Grundy County office).
- ▶ Requires proficiency to work in a Windows environment (i.e. social media, Microsoft Office, Outlook, Excel, etc.) & the ability to learn & work with a variety of software programs, including, but not limited to new computer-based, data management programs, as they emerge & become available.
- ▶ Requires the ability to read, analyze, and interpret documents, to write routine reports and correspondence, to speak effectively with the public and employees, and to demonstrate good knowledge of the English language, spelling, and grammar.
- ▶ Ability to pass background check.

ESSENTIAL DUTIES & RESPONSIBILITIES (MAY INCLUDE):

- ▶ Provide direct services in all of community action programs and provided direct services, which include, but are not limited to LIHEAP energy assistance, Weatherization, CSBG (Community Service Block Grant) programs and emergency preparedness, and other special programs and projects.
- ▶ Applies working scientific knowledge & experience to exercise discretion & judgement when conducting inspections, assessing potential code violations & educating individuals as to the environmental issues & potential, available solutions.
- ▶ Maintains current and working knowledge of, and complies with all Federal, State, and local laws, ordinances, rules and regulations related to the employee's assigned job duties, community action programs, the department and local governments.
- ▶ Maintains good relationships with grantor program contacts and participates in regional partnerships, as directed.
- ▶ Completes all applications and grant required paperwork/data entry according to various State and Federal grant guidelines.
- ▶ Demonstrates excellent attendance to all shifts and meetings, as assigned.
- ▶ The candidate must reflect experience/interest in the culturally diverse population that the health department serves.

PHYSICAL DEMANDS: While performing the duties of this job, must be able to do the following: Sit at a desk or in a vehicle for extended periods of time; occasionally stand, bend & reach above the employee's head occasionally lift and/or move up to twenty-five (25) pounds, including bulky and/or heavy inspection equipment; use hands to finger, handle, or feel; reach, push, & pull with hands & arms; stoop, kneel, or crouch. Travel independently to and from meeting locations, conferences, etc., in Kendall and Grundy County and throughout the State as needed to perform assigned job duties. Specific vision abilities required for this job include close vision, depth perception and distance vision. Occasional walk to other offices, county buildings, and navigate in private homes including stairs, narrow doorways, etc.

SEND RESUME & COVER LETTER TO:

Becki Rudolph, Executive Assistant
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Yorkville, IL 60560
Fax 630/553-9506
E-mail brudolph@co.kendall.il.us