



# Ohio Heartland Community Action Commission



Richard Genzman  
Board President

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Andrew Joseph Devany  
Executive Director

## **INTERNAL/EXTERNAL POSITION ANNOUNCEMENT**

- POSITION TITLE:** Deputy Director / Energy Coordinator
- REPORTS TO:** OHCAC Executive Director
- PRIMARY WORKSITE:** Administration Office – Marion, Ohio
- FLSA STATUS:** Exempt
- DURATION STATUS:** Full Time – Full Year (37.5 Hours per Week) (Based upon Funding)
- SALARY GRADE:** Grade 6 – \$34.97 to \$44.64 per hour, plus Benefits
- DATE REVISED:** October, 2020
- BOARD REVIEWED:** September, 2016
- POSTING DATES:** November 2, 2020 – November 14, 2020
- QUALIFIED APPLICANTS MUST APPLY ONLINE:** <http://www.ohcac.org/employment/>
- BACKGROUND CHECKS:** Ohio Heartland Community Action Commission is a drug-free employer. Drug testing of both current staff and new hires will be conducted. Employment is contingent upon successful completion of Driver’s Record Check, Criminal Background Check, Drug Test, and Employment references.
- JOB SUMMARY:** Under the direction of the Executive Director is responsible for assisting in implementing the goals and objectives of OHCAC work programs. Functions will include but not be limited to supervision, grant preparation, outreach, identification of local needs, mobilization of local resources, coordination of services, and daily implementation of assigned program activities.

A viewable only Job Description is available online at the website address listed above.