



**EMPLOYMENT OPPORTUNITIES**  
**WEATHERIZATION COORDINATOR/SHIP REHAB SPECIALIST/**  
**SECTION 8 INSPECTOR**  
**Housing Services**

The Wakulla County Board of County Commissioners is seeking a qualified applicant to fill a full-time Weatherization Coordinator position. The successful candidate will work under the supervision of the Wakulla County Housing Director and will be responsible for conducting client intake, maintaining client files, and budgeting for the Weatherization program and acting as the project manager for Weatherization projects within Wakulla County. In addition, the Weatherization Coordinator must submit local, state and federal reports in accordance with local, state and federal guidelines. Must be able to follow rules, regulations and directions; communicate with program participants; and supervise and manage contractors.

This position also involves clerical work performed in conjunction with Weatherization Assistant duties to include; assisting other Housing Department personnel, answering telephones and routing communications, maintaining records and files, etc.

The successful candidate must have a high school diploma or equivalent GED; be certified to administer the DCA\* and DOE\* ARRA\* WAP\* *or* be willing to complete certification requirements within the initial six month probationary period; have thorough knowledge of Safe Work practices and Interim Controls as it pertains to Lead Paint Regulations; be computer literate and be able to work well with the public. He/she must possess a valid Florida Driver's License. Travel may be required to attend week long training classes. Experience in the construction industry is a plus.

Minimum starting salary is \$25,507 annually. Salary will be dependent on qualifications and experience. To apply, send a Wakulla County employment application to Human Resources, P.O. Box 309, Crawfordville, FL 32326. Applications may be obtained by visiting our website at [www.mywakulla.com](http://www.mywakulla.com) or can be picked up at the County Administrator's office located at 3093 Crawfordville Highway, Crawfordville, FL. If you have questions regarding qualifications and/or duties and responsibilities, you may contact Deborah DuBose at 850.926.9500. Drug screening is required. Veteran's preference will be given to qualified applicants. Wakulla County is an Affirmative Action/Equal Opportunity Employer. Closing date is September 25, 2009 @ 5:00 p.m.

\*DCA-State of Florida, Department of Community Affairs; DOE-U.S. Department of Energy; ARRA–American Recovery & Reinvestment Act; WAP – Weatherization Assistance Program.