



Job Description

Manager, Energy Assistance Programs (180001ZP)

Description

Manages implementation of the Energy Assistance Programs (Home Energy Assistance Program [i.e., HEAP] winter crisis & summer crisis Programs & Percentage of Income Payment Program [i.e., PIPP]) in Office of Community Assistance (i.e., OCA): Responsible for supervising Field Unit Staff & Unit Supervisors in the update & development of policy (e.g., energy assistance guidelines) & implementation of policy & program evaluation; assigns duties & provides training to staff; monitors, tracks & evaluates work performance of staff; takes steps to foster consistent application of OCA policies & rules & works to foster constructive, productive working relationships with subgrantees & other OCA stakeholders.

Ensures integrity & results of public funds invested: Oversees training & technical assistance to grantees & assures compliance with appropriate non-profit, state & federal requirements; oversees & participates in the review & analysis of formula grant applications & budget revisions; manages budgets, financial audits, amendments, revisions, & site visit reports; writes office procedures & correspondence to grantees & state & federal investors; prepares & edits written products both internal & external; tracks grantee action plans & assures proper documentation & attention to results; provides training & technical assistance & manages corrective action activities required of troubled at-risk agencies; develops state funding plans/grant application (i.e. HEAP State Plan) for federal funds & collects grantee & public input on proposed plans & applications & presides over public meetings; represents OCA before federal, state & local agencies & organizations & reviews & reports program outcomes to federal funding agencies & general public; oversees & may participate in official monitoring visits or personally conduct visits to local subgrantees; travels to & from work sites.

Collaborates with other public/private, national, state & local funding organizations that address poverty issues: develops & maintains knowledge of Community Development & poverty alleviation practices & non-profit/social service practices; works with internal cross-divisional & external teams on policy development & process improvements; review & revises administrative rules applicable to OCA programs; responds or makes referrals to address customer inquiries.

Demonstrates commitment to sound metrics, accountability & transparency while ensuring quality customer service.

Qualifications

1. Previous experience in the Home Energy Assistance Program or Percentage of Income Payment Program Plus administration or implementation.
2. Previous experience in other private, state or federally funded grant programs
3. Previous supervisory experience required.
4. Excellent written & verbal communication skills.
5. PC proficiency in using word processing & spreadsheet software.
6. Must possess valid driver's license & be able to travel to various sites around Ohio & occasionally outside of Ohio.

Background Check Information The final candidate selected for this position will be required to undergo a criminal background check & drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

Primary Location: United States of America-OHIO-Franklin County

Work Locations:

77 S High St 25th Floor
Columbus 43215

Organization: Development Services Agency

Classified Indicator: Unclassified

Bargaining Unit / Exempt: Exempt

Schedule: Full-time

Work Hours: 8:00am - 5:00pm, M-F

Compensation: \$70,000 yr. + based on qualifications

Unposting Date: Jun 29, 2018