

**OHIO DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: Manager, Weatherization Assistance Programs

PN: 20011345

Job Classification: Administrative Staff

Civil Service Status: Unclassified, Exempt

Starting Salary: \$70,000 yr.

Division: Community Services

Location: 77 South High Street, 25th Floor

Supervisor: Megan Meadows – Assistant Deputy Chief, Office of Community Assistance

DATE POSTED: NOVEMBER 30, 2018

DEADLINE FOR APPLYING: DECEMBER 17, 2018

Job Duties:

Manages implementation of Home Weatherization Assistance Program (i.e., HWAP), Electric Partnership Program (EPP) and HWAP Enhancement within Community Service Division's (i.e., CSD) Office of Community Assistance (i.e., OCA): provides work direction to staff in areas of administration, coordination & implementation of energy programs; supervises sub-grant process from plan development through evaluation of grantee performance for local program providers statewide.

Trains & supervises (e.g., distributes work assignments, monitors & evaluates performance, enforces policies, approves leave, gives direction) technical monitors who monitor compliance for & evaluate weatherization programs: ensures that staff is current with available knowledge about energy efficiency technologies; completes annual performance reviews for assigned staff; executes & implements U.S. Department of Energy (i.e., DOE) and applicable State of Ohio policies & procedures to ensure grantee compliance.

Advises OCA Assistant Deputy Chief, Deputy Chief, CSD Chief & other program managers on matters relating to energy efficiency programs: provides program information to legislature, local officials & general public; attends & presents information at meetings, conferences, workshops & seminars, as necessary; coordinates with OCA fiscal section on matters pertaining to sub-grants; travels as necessary to provide sub-grantees with technical assistance.

Directs development of annual HWAP State Plan: directs development of competitive request for proposals and oversees evaluation of proposals submitted; conducts annual HWAP public hearing & ensures that all required program reporting requirements are met.

Oversees implementation of OCA plan for Ohio Weatherization Training Center: coordinates & provides guidance on curricula & schedules to facilitate training of local agency work crews & Inspectors.

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

Position Specific Qualifications (A test may be given to determine qualifications):

1. Substantial experience in Home Weatherization Assistance Program administration or implementation Required.
2. Previous supervisory experience required.
3. Associate or bachelor's degree preferred.
4. Building technology (e.g., heating, cooling, ventilation) experience preferred.
5. Completion of Inspector Series courses or, completion of Building Performance Institute (BPI) Certification Test for inspectors or, Home Energy Rater Certificate preferred.
6. Excellent written & verbal communication skills.
7. PC proficiency in using word processing & spreadsheet software.
8. Must possess valid driver's license & be able to travel to various sites around Ohio & occasionally outside of Ohio.

The final candidate selected for the position will be required to undergo a criminal background check. 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.

TO APPLY, VISIT THE STATE OF OHIO WEBSITE AT: <http://careers.ohio.gov> or <https://ohiomeansjobs.com>

Ohio Development Services Agency, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43216
(614) 466-2072 Fax: (614) 644-9030

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