

**OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY**

Job Title: DEPUTY CHIEF, OFFICE OF ENERGY & ENVIRONMENT

PN: 20099342

Job Classification: Administrative Staff

Civil Service Status: Unclassified, Exempt

Starting Salary: \$90,000 yr.

Division: Community Services

Location: 77 South High Street, 25th Floor

Supervisor: Megan Meadows– Assistant Chief, Community Services Division

DATE POSTED: OCTOBER 4, 2021

DEADLINE FOR APPLYING: OCTOBER 25, 2021

Job Duties:

Acts as Deputy Chief for Office of Energy & Environment (i.e., OEE) in Community Services Division (i.e., CSD): in consultation with the Chief & Assistant Chief of CSD, is responsible for budgeting & operations of office; exercises responsibility for program administration & evaluation; develops program goals & annual state plans; identifies policy issues related to Home Weatherization Assistance Program [i.e., HWAP], Electric Partnership Program [i.e., EPP], State Energy Programs, Legislatively established Brownfield & Demolition program & other supplemental funding; develops plans & goals for all programs in office; establishes & administers contracts with non-profit agencies, local government entities, & for-profit organizations; sets office goals, tasks, staffing; exercises administrative responsibility for budgeting & fiscal control & personnel management.

Serves as policy advisor to Chief & Assistant Chief of Community Services Division on all matters concerning the OEE; represents CSD Chief & Assistant Chief, Department of Development Director & Governor at meetings, conferences, seminars; travel to & from meetings, conferences & seminars within & outside of Ohio.

Working in coordination with Chief & Assistant Chief of CSD & Finance Services liaison, maintains & develops business practices for Finance & Operation Sections: Coordinates activities with PUCO, Consumers Council, Department of Job & Family Services, State Auditor's Office, Ohio EPA, Public Benefits Advisory Board & General Assembly; represents OEE & its programs on various committees & at public hearings & makes presentations before these groups.

Monitors & develops Agency's business relationships with program stakeholders such as the Ohio Association of Community Action Agencies & Ohio Partners for Affordable Energy.

Position Specific Qualifications:

1. Bachelor's Degree in Public/Business Administration, City & Regional Planning, Urban Planning, Political Science or closely related area.

OR

Equivalent work experience in one of the areas listed.

2. Substantial experience in government or non-profit program administration.
3. Previous experience administering community services programs including grant administration preferred.
4. Demonstrated supervisory/management experience to include hiring, evaluating, training, motivating & administering disciplinary actions required.
5. Previous experience developing & managing an operating budget.
6. Excellent communication & presentation skills.
7. Working knowledge of computer software programs including Microsoft Office systems & database management, as well as skill utilizing all forms of wireless devices to enhance work productivity.

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.

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

Ohio Department of Development, Human Resources Office

77 South High Street, 27th Floor, Columbus, Ohio 43216

(614) 466-2072 Fax: (614) 644-9030

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