

OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY

Job Title: **Manager, Energy Programs**

Position Number: 20011300

Starting Salary: \$70,000 yr.

Division/Office: Community Services/Energy & Environment

Location: 77 South High Street, 25th Floor

Job Classification: Administrative Staff

Job Status: Unclassified Exempt

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

POSTING DATE: OCTOBER 25, 2021

DEADLINE FOR APPLYING: NOVEMBER 15, 2021

Job Duties:

In Office of Energy & Environment (i.e., OEE), supervises designated staff in Energy Efficiency & Renewable Energy section (e.g., provides work direction & training, reviews & approves requests for leave, monitors & evaluates employee performance, delegates projects &/or tasks, administers discipline); manages State Energy Plan (i.e., SEP), Advanced Energy Fund (i.e., AEF) & other energy efficiency & renewable energy programs (e.g., Coal program & Loan Loss Reserve) to ensure adherence to state & federal requirements & laws; oversees technical & financial review & documentation of assigned applications, projects & programs performed to designated staff & validates their work for energy programs (e.g., AEF, SEP, Conversion Facility Tax Exemption, Ohio Coal Research Programs, HB 264 Energy Conservation Program, & Ohio Power Siting Board); manages staff technical assistance activities with Ohio industries, business & agricultural sector customers, utilities, private & public sectors &/or architectural & engineering consultants & other parties (e.g., professional associations, trade associations, non-profit organizations) regarding various energy specialty areas & energy technologies (e.g., electric power generation & cogeneration, waste heat recovery, wind, solar photovoltaic & solar thermal, clean fuels); reports on program activities for funding sources; prepares technical reports (i.e., quarterly Department of Energy [i.e., DOE] funding report, AEF reports to legislature & Public Benefits Advisory Board); manages informational databases; manages process to collect, measure & evaluate performance data; confirms & is held accountable on verified data reviewed by staff; communicates electronically & researches energy related topics & documents; operates personal computer & related software in order to compose documents (e.g., prepares correspondence concerning program initiatives & activities).

Oversees &/or conducts planning, directing & implementing of technical & financial resources on energy efficiency & renewable energy programs & works with partners to improve competitiveness of Ohio manufacturers, attracts new energy industry businesses & to foster deployment of emerging energy technologies; serves as liaison with funders, state agencies (e.g., Ohio Facilities Construction Commission [i.e., OSFC], Taxation) & federal agencies (e.g., US DOE); prepares proposals for submission to public agencies (e.g., US DOE, US EPA) for funding; oversees collaborations &/or staff activities, grants & contracts to develop & follow up on business opportunity leads; reports on program activities & energy policy for Deputy Chief & other department leadership; reviews current &/or proposed Federal &/or State legislation impacting these areas; understands & compares current state practices to best practices in other state, national & international settings; analyzes economic & environmental impacts of existing & alternative state energy policies & programs; understands & provides input to systems for, & reports from, program evaluation processes; prepares recommendations for policymakers & program development staff; maintains contact with federal, state & local agencies to conduct &/or coordinate program activities & to determine available resources & opportunities for new program coordination; remains current on policies, technologies & best practices through participation in related professional organizations on behalf of State of Ohio; travels within state & outside of state to attend & represent office at conferences, industry events & meetings.

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

1. Undergraduate degree in Business Administration, Economic Development, Environmental Science, Public Administration, Urban & Regional Planning, or a related field **OR** equivalent work experience.
2. Previous experience in working with energy programs.
3. Previous experience in other private, state or federally funded grant programs
4. Previous supervisory experience required.
5. Excellent written & verbal communication skills.
6. PC proficiency in using word processing, spreadsheet software & other technology platforms.
7. Must possess valid driver's license & be able to travel to various sites around Ohio & occasionally Outside of Ohio.

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 WEBSITE AT: <http://careers.ohio.gov> or <http://ohiomeansjobs.com>

Ohio Department of Development, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215
hr@development.ohio.gov

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