

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Programs Representative (Energy Project Specialist) position. This position is a full-time position in the state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [Click Here](#). The annual salary for this position is up to \$55,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via email to recruiter@okcommerce.gov.

Review of applications will begin immediately. **The deadline to apply is Friday, June 17, 2022.**

POSITION:	Programs Representative (Energy Project Specialist)
DIVISION:	Community Development
JOB LOCATION:	Oklahoma City
SALARY:	\$45,000 – \$55,000
JOB NUMBER:	J-759
VACANCIES:	2

The Oklahoma Department of Commerce receives annual allocations of funding from the U.S. Department of Energy (DOE) to support residential weatherization, commercial energy efficiency, and renewable energy projects. In addition, ODOC manages an energy revolving loan fund that supports energy-related projects. This position would be primarily assigned to ODOC's Energy Programs but may support other Community Development programs if needed. These federal funding sources are block grants for activities such as public infrastructure rehabilitation, poverty alleviation, disaster recovery, housing, and economic development.

RESPONSIBILITIES:

- Ensure program compliance with all applicable laws and regulations.
- Develop appropriate criteria and rating (risk assessment) tools for grant-funded projects.
- Maintain and update the programmatic and fiscal monitoring tools to align with current policies and regulations.
- Provide programmatic, financial, and software technical assistance for sub-recipients and contractors who receive community development funds or are contracted to perform services on behalf of the programs.
- Coordinate with and train subcontractors to implement agency policies and procedures, both in person and virtually as needed.
- Process requests for reimbursements, payment requests, programmatic reporting, contract modifications, contract monitoring reports, and closeout documents.
- Be directly responsible for completing on-site and/or desk and/or virtual monitoring of sub-recipients to ensure financial and programmatic compliance with program rules, applicable laws, and regulations.



- Write monitoring reports on findings identified and corrective action to be taken to correct the findings according to established due dates.
- Work with state programmatic and fiscal staff and federal staff to ensure the successful closeout of previous grants. This includes assisting with the final reconciliation of financial reports, organizing programmatic reports, and assisting federal partner staff with site monitoring.
- Assist the Energy Programs Planning team with planning tasks and projects as assigned and time permits.
- Answer public inquiry phone calls about energy programs and maintain a call log.
- Some in state and out of state travel to sub-recipients, training, and conferences is required (approximately 30-40%)
- Additional duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The following skills and traits are required:

- Strong problem-solving ability, knowledge of applicable federal and state laws pertaining to grants, general accounting knowledge, and the ability to balance and plan for competing demands.
- The ability to analyze budgetary and accounting data and verify the accuracy of financial information.
- Knowledge of programs related to housing, energy efficiency, environment, weatherization, or other community development programs.
- Grant management or project management experience.
- The ability to read, interpret, and apply federal guidance.
- The ability to meet deadlines and prioritize tasks.
- Excellent written and oral communication skills.
- Willing and able to present training both in-person and virtually.
- Strong logistic and organizational skills.
- Enthusiasm, flexibility, and the ability to adapt.
- Leadership skills and the willingness to take ownership and responsibility.
- Candidates must be eager and willing to add to their existing knowledge base and skillset.
- Candidates must have proficient software and computer skills for communication, data, and project analysis.

EDUCATION AND EXPERIENCE:

A bachelor’s degree from an accredited college or university, preferably in Public Administration, Sociology, Community Planning, or any closely related field, is required.

At least three years of professional experience developing state plans, ensuring project management, financial management/accounting, or an equivalent combination of education and experience are required. Previous financial management/analysis or accounting experience/education is required.

The ideal candidate will have a strong interest and experience in federal block grants, HUD-funded programs, housing programs, energy efficiency, community services, infrastructure management, or other related fields.

Experience with any of the following strongly preferred but not required: Community Development Block Grant, Emergency Solutions Grant, Community Services Block Grant, Department of Energy SEP, Community Action Agencies, Councils of Government, HUD HOME or other housing programs, local government administration, ODEQ or EPA environmental review, or non-profit administration.

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