

# **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 Energy Programs Planner position. This position is a full-time, unclassified position in 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 \$60,000, based on education and experience.

**Qualified applicants must submit a resume, cover letter, and a list of reference sources.**

Review of applications will begin immediately. **The deadline to apply is Monday, November 27, 2023.**

[\*\*Apply Online\*\*](#)

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<b>POSITION:</b>	Energy Programs Planner
<b>DIVISION:</b>	Community Development
<b>JOB LOCATION:</b>	Oklahoma City, Oklahoma
<b>SALARY:</b>	\$45,000 - \$60,000
<b>JOB NUMBER:</b>	J-806

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, we manage an energy-revolving loan fund that supports energy-related projects. This position would be primarily assigned to the Energy Programs but may support other Community Development programs. These federal funding sources are block grants for activities such as public infrastructure rehabilitation, residential weatherization, disaster recovery, housing, and economic development.

## **RESPONSIBILITIES:**

- Act as a point of contact and subject matter expert for assigned programs/projects.
- Manage the delivery, development, design, and improvement of federal program requirements, application submission procedures, program interaction, capacity building, and increase program effectiveness.
- Completes all required tasks for the annual submission of federal-state plans.
- Gathers program/project energy data and performs data tracking and analysis to support programmatic energy goals. Undertakes procurements to secure needed services and vendors. Manages vendor contracts, performs desk and on-site monitoring, reviews, and processes vendor payments. Helps coordinate state and multi-state planning projects.
- Design and deliver specialized training using digital and in-person tools with a technical assistance participatory approach, solving programmatic concerns.
- Conduct review and analyses of project funding applications for eligibility, community impact, and grantee capacity.



- Review and assess grantee performance by analyzing grantee submissions, performance reports, and other methods such as management and financial systems, providing a written assessment of results.
- Identify issues, potential non-compliance areas, and improvement opportunities to increase effectiveness.
- May write or review reports on problems found and corrective action to be taken and establish due dates for resolving identified problems.
- Work with state programmatic and fiscal staff and federal staff to ensure the successful closeout of all assigned grants.
- When feasible, some in-state and out-of-state travel may be required.
- Additional duties as assigned.

### **KNOWLEDGE AND SKILLS**

The following skills and traits are required:

- Knowledge of applicable federal and state laws about grants, general accounting knowledge, and the ability to analyze budgetary and accounting data and verify the accuracy of financial information.
- Knowledge of programs or projects related to supporting and implementing energy efficiency, weatherization, property rehabilitation, housing, and commercial construction.
- Ability to articulate problems and solutions to subgrantees to improve performance.
- Capacity to identify discrepancies in programmatic and financial compliance to remain compliant.
- Excellent written/oral, logistical, and organizational skills.
- Candidates must have proficient software and computer skills for communication, data, and project analysis.
- Execute the vision, goals, and objectives for assigned programs to advance energy efficiency and renewable energy technologies in the state.

### **EDUCATION AND EXPERIENCE**

A bachelor's degree from an accredited college or university, preferably in Public Administration, Energy Sciences, Community Planning, Community Architecture, Sociology, 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, DOE-funded programs, housing programs, energy efficiency, economic development, infrastructure management, or other related fields.

Experience with any of the following strongly preferred but not required: State Energy Program, Weatherization Assistance Program, transformative community planning, municipal or non-profit administration.

**AA/EOE**

