

OKLAHOMA DEPARTMENT OF COMMERCE
Human Resources Division

JOB ANNOUNCEMENT

Effective Date: 04/20/2026

Version: 1.0

Job Number: J-855

Position Title: Energy Programs Planner

Division: CORE | Community Development

Office Location: Oklahoma City, OK

Salary Range: \$55,000 - \$65,000

Application Deadline: May 20, 2026

The Oklahoma Department of Commerce is the State economic development office. Our mission is to cultivate an environment where businesses and communities can grow and thrive. We are a trusted government agency that partners with businesses and communities for strategic and sustainable growth and success, moving Oklahoma forward to becoming a top-ten state.

The Oklahoma Department of Commerce seeks to fill an Energy Programs Planner 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, visit the Oklahoma State Benefits Overview.](#) The annual salary for this position is up to \$65,000 based on education and experience.

Position Overview

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 primarily be assigned to the Energy Programs but may also 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

- Assist with developing and implementing grant programs, from conceptualization to execution, demonstrating strong initiative and strategic planning skills.
- 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, and 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 and processes vendor payments.
- Helps coordinate state and multi-state planning projects.
- Conduct review and analyses of project funding applications for eligibility, community impact, and grantee capacity.
- Review and assess grantee performance through the analysis of grantee submissions, performance reports, and other methods, such as management and financial systems, and provide a written assessment of results.
- Identify issues, potential non-compliance areas, and improvement opportunities to increase effectiveness.
- Work with state programmatic, fiscal, and federal staff to ensure the successful closeout of all assigned grants.
- Some in-state and out-of-state travel will be required.
- Additional duties as assigned.

Minimum Qualifications

- A bachelor's degree from an accredited college or university, preferably in Public Administration, Energy Sciences, Community Planning, Community Architecture, Sociology, or any related field, is required.
- At least 3 years of professional experience developing state plans, ensuring project management, financial management/accounting, or an equivalent combination of education and experience is required.
- Previous financial management/analysis or accounting experience/education is required.
- The ideal candidate will have a strong interest in and experience in federal block grants, DOE-funded programs, state energy office work, housing programs, energy efficiency, economic development, infrastructure management, or related fields.

Preferred Qualifications

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

Knowledge and Skills

- Excellent written/oral, logistical, organizational, and customer service skills.
- Strong software skills in Microsoft Office applications (e.g., Outlook, Word, Excel, PowerPoint, Teams), the internet, and other applicable computer applications to be used for communication, data, and project analysis.
- Must be curious, flexible, and willing to learn.
- Excellent interpersonal skills in dealing with internal and external customers of various backgrounds.
- Ability to articulate problems and solutions to co-workers and subgrantees to improve performance.
- Capacity to identify discrepancies in programmatic and financial compliance to remain compliant.
- Must be able to take direction when required and operate independently when 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.
- Knowledge of renewable energy initiatives and science, such as wind, solar, geothermal, hydrogen, and biomass.
- Execute the vision, goals, and objectives for assigned programs to advance energy efficiency and renewable energy technologies in the state.

Federal Compliance Requirements

This position is funded in whole or in part by federal grant programs and must comply with all applicable federal laws, regulations, and guidance, including 2 CFR Part 200 (Uniform Guidance) and program-specific requirements from the U.S. Department of Energy, U.S. Department of Housing and Urban Development, and U.S. Department of Health and Human Services, as applicable, as well as any other federal or state grant programs administered by the agency.

The employee is responsible for adhering to federal reporting requirements, financial management standards, internal controls, and all relevant state and agency policies related to federal grant administration.

Application Instructions

To apply, submit a resume, cover letter, and references through the official Oklahoma state careers portal: [Oklahoma state careers portal](#)

Employment Disclaimer

This job announcement does not constitute an employment contract, expressed or implied. The Oklahoma Department of Commerce reserves the right to modify, withdraw, or close this job announcement at any time without notice. Employment with the State of Oklahoma is subject to applicable state and federal laws and agency policies.

Equal Opportunity Employer Statement

The Oklahoma Department of Commerce is an Equal Opportunity Employer. The Department does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or veteran status.

Accessibility Statement

This document is available in alternative formats upon request. The Oklahoma Department of Commerce is committed to providing equal access to employment opportunities.

Contact Information

Oklahoma Department of Commerce
Human Resources Division
900 N Stiles Ave
Oklahoma City, Oklahoma 73104
<https://okcommerce.gov>

