

OKLAHOMA DEPARTMENT OF COMMERCE
Human Resources Division

JOB ANNOUNCEMENT

Effective Date: 10/14/2026

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Job Number: J-868

Position Title: Energy Programs Representative

Division: CORE | Community Development

Office Location: Oklahoma City, OK

Salary Range: \$50,000 - \$57,000

Application Deadline: November 6, 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 Representative 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 \$57,000 based on education and experience.

Position Overview

The Oklahoma Department of Commerce receives annual allocations of funding from the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Health and Human Services (HHS), U.S. Department of Energy (DOE), and other sources to reduce poverty, build infrastructure, and uplift communities. In addition, we receive supplemental funding for specific, targeted goals such as Disaster Recovery.

This position would support Community Development programs, specifically for activities related to energy efficiency, home weatherization, energy planning, energy security, and similar programs.



This position may also provide backup support for activities such as public services, public infrastructure rehabilitation, disaster recovery, community action poverty alleviation programs, and economic development block grant projects.

Responsibilities

- Act as a subgrantee point of contact and subject matter expert for assigned programs/projects.
- Ensure compliance with 2 CFR 200.
- Review and assess subgrantee performance and program rules compliance through the analysis of various financial and programmatic documents.
- Review various financial documents such as ledgers, payroll reports, invoices, and expenditure reports.
- Write or review reports on problems found, corrective action to be taken, and establish due dates for resolving the issues identified.
- Design specialized training using a technical assistance participatory approach, solving programmatic concerns.
- 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 may be required up to 25% of the time.
- Maintain relationships with subgrantees to enhance communication between them and the agency.
- Be accessible to the public to receive inquiries about energy efficiency programs, answer questions, and refer people to appropriate partners and resources.
- Perform other duties as assigned.

Minimum Qualifications

- A bachelor's degree from an accredited college or university, preferably in Accounting, Public Administration, Community Planning, Sociology, or any related field, is required.
- At least two years of professional experience in some stage of the grant planning, implementation, and oversight process, or an equivalent combination of education and experience, is required.

Preferred Qualifications

- The ideal candidate will have a strong interest and experience in energy programs, federal grants, housing programs, or related fields.
- Experience with the following is strongly preferred but not required: Generally Accepted Accounting Principles; 2 CFR 200; U.S. DOE Weatherization Assistance Program;

LIHEAP; State Energy Program; public procurement activities; or non-profit administration.

Knowledge and Skills

The following knowledge, skills, and abilities are required:

- 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.
- Must be able to take direction when required and operate independently when required.

The following knowledge, skills, and abilities are preferred, but not required:

- Knowledge of applicable federal and state laws about grants, general accounting knowledge, and the ability to analyze budgetary and accounting data to verify the accuracy of financial information.
- Knowledge of programs related to supporting and implementing programs related to energy efficiency, home weatherization, energy planning, energy security, and similar programs.
- Ability to identify patterns and anomalies in financial and programmatic documents such as timesheets, general ledgers, and invoices.
- Ability to present material to a group, teach audience members, and answer questions.

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

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