OKLAHOMA DEPARTMENT OF COMMERCE
Human Resources Division

JOB ANNOUNCEMENT

Effective Date: 11/10/2026
Version: 1.0
Job Number: J-872
Position Title: SPARK, Program Manager
Division: CORE | Community Development
Office Location: Oklahoma City, OK
Salary Range: $75,000 - $85,000
Application Deadline: December 10, 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 a SPARK Program Manager position. This 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 $85,000 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 grid resiliency, energy security, 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 team but may also support other Community Development programs funded by sources other than DOE.

This position will lead the planning, implementation, and oversight of a program to accelerate large-scale generation, transmission, and grid infrastructure development so that Oklahoma has the power needed to continue meeting the growing demand for

affordable, reliable, and secure energy. This position will work closely with private industry partners as well as government partners to ensure funds are spent appropriately.

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 multiple simultaneous projects, including 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.
- Conducts reviews 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.
- In-state and out-of-state travel will be required.
- Engage with stakeholders, applicants, and partners to ensure programs are designed and implemented effectively.
- 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, Business, Accounting, 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, energy efficiency, economic development, infrastructure management, or related fields.

Preferred Qualifications

- Experience with any of the following is strongly preferred but not required: Electrical or computer engineering, public utility program management, electrical transmission project implementation, Project Management, State Energy Program, power systems economics, data science, systems engineering, or other relevant qualifications aligning with energy resiliency or security.

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 adaptable to evolving requirements, market conditions, and technologies, and willing to learn.
- Collaboration and partnership-building skills with diverse stakeholders, including the federal government and private companies.
- Ability to articulate problems and solutions to technical and non-technical audiences.
- Must be a problem-solver and make programmatic decisions while adhering to DOE requirements.
- 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.

Funding for the position is associated with and contingent upon continued US DOE Program funding.

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