

Federal Grants Program Manager Position Announcement

The Vermont Department of Public Service (DPS) is pleased to announce an exciting opportunity for a dynamic and qualified candidate to join its team to advance state energy policy as a Federal Grants Program Manager.

As an arm of the executive branch, The DPS represents the public interest in matters regarding energy, telecommunications, water and wastewater. The Federal Grants Program Manager will work in the Division of Efficiency and Energy Resources (DEER). DEER develops programs, policies, and plans that promote energy efficiency, electrification, clean energy financing, and sustainable energy resources in Vermont. DEER works closely with the Planning division on the development and revision of the state's energy plans. DEER also provides policy guidance and oversight for the state's Energy Efficiency Utilities and Distributed Utilities Renewable Energy Standard Tier III programs. In addition, DEER serves as the Vermont State Energy Office under the U.S. Department of Energy State Energy Program.

This Federal Grants Program Manager position will coordinate the deployment of federal funds received by DPS and will work cooperatively with other team members as well as independently to:

- Oversee the expenditure of federal funds and ensure they are used in accordance with state and federal guidance.
- Solicit applicants, evaluate proposals, and oversee work of outside consultants, utilities, and other entities performing work under contract or grant arrangements.
- Manage grants including grant writing, program development, on-site compliance monitoring, financial audits management, and environmental review.

The ideal candidate will be detail-oriented, possess strong interpersonal skills, and have familiarity with State and federal procurement and contracting processes and procedures.

Excellent written and oral communication skills are required. Working knowledge of energy efficiency, utility regulation, or related field is desired.

The Public Service Department has the ability to hire into range for qualified candidates and supports the continued professional development of its employees.

Telecommuting arrangements are negotiable, subject to the needs of the Department.

Resumes will not be accepted via e-mail. You must apply online to be considered. To submit an application or for more information on the application process go to http://humanresources.vermont.gov/career_center. Resumes/applications must be submitted by **Friday, February 17th**.

The State of Vermont is an Equal Opportunity Employer.