

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

Job Posting

POSTING DATE: June 28, 2021
POSTING TITLE: Program Manager
SALARY: \$4,400 - \$5,500/monthly

CLOSING DATE: until filled
LOCATION: Atlanta

GENERAL SUMMARY

Under limited supervision of the Energy Resources Director, manages federally funded grant projects for the State Energy Program and Weatherization Assistance Program. Completes various tasks related to these programs, the Energy Resources Division and GEFA overall. In general, performs duties in the areas of energy efficiency and renewable energy technical assistance, project management, customer interaction and customer service, contract management, budget, finance, operations, policy research, and coordination with other agencies and programs. Assists with GEFA's guaranteed energy savings performance contracting program, provides technical assistance to potential and current clients and responds to customer needs and concerns. Coordinates the energy assurance program and provides energy emergency preparedness support as required. Prepares all necessary reports for the program and the division. Candidate must possess excellent project management, multi-tasking, writing and communication skills and the ability to think independently and work, at times, with little supervision. Candidate must demonstrate good judgment. Assist in directing a diverse range of support, operational, and programmatic activities for the Energy Resources Division.

RESPONSIBILITIES AND STANDARDS

Develops and manages energy efficiency, renewable energy, and state energy planning projects for the Energy Resource Division. Manages grant funded projects including solar installations for local governments and energy efficiency training programs. Provides support for the guaranteed energy savings performance contracting program, including updating contract templates and other program guidance. Conducts research, performs analysis and writes updates for the Georgia Energy Report. Administers software programs to track contracts and invoice approvals. Gathers energy data, performs data tracking and analysis to support energy efficiency goals. Undertakes procurements to secure needed services. Manages vendor contracts, performs on-site monitoring and reviews invoices. Helps coordinate state and multi-state planning projects. Participates in emergency preparedness and response related to energy infrastructure. Communicates effectively with all stakeholders and represents the interests of the Authority in interactions and/or negotiations with clients, stakeholders, staff of other governmental entities, suppliers, and vendors. Maintains knowledge of current trends and developments in the field and applies pertinent new knowledge to performance of other responsibilities. Executes all other duties as assigned.

Minimum Qualifications

Completion of a four-year degree from a college or university **"AND"** Two years of experience in the management of the administrative support activities of a business or government activity.

Note: Related experience may be substituted for education on a year for year basis.

Preferred Qualifications

Preference will be given to applicants who, in addition to the minimum qualifications, possess one or more of the following:

- College degree with a concentration in environmental studies, economics, public administration, policy, or business.
- Three years of relevant experience preferred.

Note: GEFA reserves the right to hire at a higher-level position based on candidate qualifications.

INSTRUCTIONS

Send resume to Human Resources jobposting@gefa.ga.gov

Please Note: All qualified, prospective candidates will be considered, but may not necessarily receive an interview. Due to the large volume of resumes received in this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to prospective candidates except those who are selected for interviews. HR reserves the right to amend the recruitment dates on any job postings if we receive an overwhelming volume of resumes.

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

An Equal Opportunity Employer

This agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.