

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY
Job Posting

POSTING DATE: March 1, 2023
POSTING TITLE: Project Manager 2
SALARY: \$65,040.00/annual salary

CLOSING DATE: Until filled
LOCATION: Atlanta

HIGHLIGHTS:

We value our employees:

- We offer work/life balance work schedules
- We offer career ladder promotion(s) and professional development opportunities
- We offer good benefits including 15 days of annual and sick leave

GENERAL SUMMARY

Under limited supervision of the Energy Resources Director, manages projects for the State Energy Program and other federally funded energy programs. 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 service, contract management, budget, finance, operations, policy research, and coordination with other agencies and programs. Assists with new energy programs funded by the Infrastructure Investment and Jobs Act and the Inflation Reduction Act. 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 energy workforce development projects for the Energy Resources Division. Provides support for the guaranteed energy savings performance contracting program. Conducts research and performs analysis on energy programs and policies. 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. Administers software programs to track contracts and invoice approvals. 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”** three 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, engineering, public administration, policy, or business.
- Three to five years of relevant experience in energy programs 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.