

OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY

Job Title: Energy Assistance Programs Manager

Position Number: 20011024

Starting Salary: \$70,000 yr.

Division/Office: Community Services/Community Assistance

Location: 77 South High Street, 25th Floor

Job Classification: Administrative Staff

Job Status: Unclassified Exempt

Work Hours: 8:00 am to 5:00 pm, M-F

POSTING DATE: OCTOBER 4, 2021

DEADLINE FOR APPLYING: OCTOBER 25, 2021

Job Duties:

Manages implementation of the Energy Assistance Programs (e.g., Home Energy Assistance Program [i.e., HEAP] Winter Crisis & Summer Crisis Programs, Percentage of Income Payment Program [i.e., PIPP]) in Office of Community Assistance (i.e., OCA): Manages the update & development of policy (e.g., energy assistance guidelines) & implementation of policy & program evaluation; takes steps to foster consistent application of OCA policies & rules; responsible for discipline; works to foster constructive, productive working relationships with subgrantees & other OCA stakeholders.

Ensures integrity & results of public funds: Oversees training & technical assistance to grantees & assures compliance with appropriate non-profit, state & federal requirements; oversees & participates in the review & analysis of grant applications & budget revisions; manages budgets, financial audits, amendments, revisions, & site visit reports; writes office procedures & correspondence to grantees & state & federal stakeholders; prepares & edits written products both internal & external; tracks grantee action plans & assures proper documentation & attention to results; provides training & technical assistance & manages corrective action activities required of troubled at-risk agencies; develops state funding plans/grant application (i.e. HEAP State Plan) for federal funds & collects grantee & public input on proposed plans & applications & presides over public meetings; represents OCA with respect to energy assistance programs before federal, state & local agencies & organizations & reviews & reports program outcomes to federal funding agencies & general public; oversees & may participate in official monitoring visits or personally conduct visits to local subgrantees; travels to & from work sites.

Prepares rate case adjustment notification for the PUCO & also prepares testimony in support of rate case & amended rate case; produces exhibits & documents supporting the application & testimony & reviews the rate case; testifies at the PUCO in support of the rate case & in response to stakeholder objections to filings.

Collaborates with other public/private, national, state & local funding organizations that address energy assistance issues: develops & maintains knowledge of community development & poverty alleviation practices & non-profit/social service practices; works with internal cross-divisional & external teams on policy development & process improvements; review & revises administrative rules applicable to energy assistance programs.

Assigns duties to proper staff; monitors & tracks work performance of staff; enforces & monitors office rules & regulations.

Qualifications: (A test may be given to determine qualifications)

1. Previous experience in the Home Energy Assistance Program or Percentage of Income Payment Program Plus administration or implementation.
2. Previous experience in other private, state or federally funded grant programs
3. Previous supervisory experience required.
4. Excellent written & verbal communication skills.
5. PC proficiency in using word processing, spreadsheet software & other technology platforms.
6. Must possess valid driver's license & be able to travel to various sites around Ohio & occasionally Outside of Ohio.

The final candidate selected for this position will be required to undergo a criminal background check & drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT THE STATE OF OHIO WEBSITE AT: <http://careers.ohio.gov> or <http://ohiomeansjobs.com>

Ohio Department of Development, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215
hr@development.ohio.gov

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