

ENERGY DEVELOPMENT SPECIALIST 1**Nature of Work**

Performs beginning level professional work in a varied number of energy activities in the state. May work in one or more specialty areas: grants management, delivery of technical energy efficiency, renewable or fossil energy program management. Accountable for established objectives in the specialty area. Assists higher level specialists in the area of assignment. Performs related work as required.

Distinguishing Characteristics

This is the first level in the Energy Development Specialist series. The Energy Development Specialist I performs at the beginning level assisting higher level specialists in the area of assignment.

Examples of Work

Assists in the development and delivery of state and federally funded technical assistance programs to meet community and industrial energy efficiency, renewable energy and fossil energy needs by helping to design program guidelines, eligibility criteria and performance measures.

Collaborates with state and federal government officials to assist in the development and administration of energy technical assistance programs.

Assists in conducting workshops and meetings for community, local government officials, industry and other interested parties on energy technologies and program initiatives.

Assists in the development and review of grant-in-aid applications for energy projects.

Monitors the administration of state and federal grants to assure compliance with grant requirements.

Oversees the close-out at termination of grant to assure grant funds were properly spent and appropriate records maintained.

Prepares both verbal and written reports regarding project progress.

Knowledge, Skills and Abilities

Knowledge of state and federal grant-in-aid and/or technical assistance programs for energy technologies and applications.

Ability to develop state grant-in-aid or technical assistance programs.

Ability to train local officials and interested parties in grants administration and application procedures.

Ability to review grant applications and financial records for accuracy and compliance with established guidelines.

Ability to speak before public meetings to explain state and federal grant-in-aid and/or technical assistance programs.

Ability to prepare written reports.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited four-year college or university.

Established: 05/15/2008

Effective: 07/01/2008