

## **ENERGY DEVELOPMENT SPECIALIST 2**

### **Nature of Work**

At the full-performance level, performs 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. May plan, organize and coordinate a moderately complex project or grant in the area of assignment. May supervise lower level personnel. Performs related work as required.

### **Distinguishing Characteristics**

The Energy Development Specialist 2 is distinguished from the Energy Development Specialist I by performing at the full performance level complex projects in the area assigned. Positions at this level may supervise lower level personnel. The Energy Development Specialist 3 differs by the responsibility of complex statewide grant project or program, and performs as a senior specialist in the area of assignment.

### **Examples of Work**

Develops and delivers state and federally funded technical assistance programs to meet community and industrial energy efficiency, renewable energy and fossil energy needs by designing program guidelines, eligibility criteria and performance measures.

Collaborates with state and federal governmental officials in the development and administration of energy grant-in-aid and technical assistance programs.

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

Develops and reviews grant-in-aid-applications for energy projects.

Provides technical assistance to the public and industry in accessing and implementing energy technologies that address energy efficiency, renewable energy and fossil energy.

Recommends to superiors the approval of grant requests with highest need priority after review of all applications.

Monitors the local 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.

May supervise a group of employees in similar program areas.

### **Knowledge, Skills and Abilities**

Knowledge of energy forms and technologies, energy efficiency opportunities and renewable energy applications.

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 and/or technical assistance programs.

Ability to work effectively with local, regional and state officials, industry managers and community leaders to identify energy efficiency, renewable or fossil energy applications.

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**Knowledge, Skills and Abilities - cont'd.**

Ability to assist industry, academic and local officials and interested parties in grants administration and application submission procedures.

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

Ability to speak before public meetings to explain energy technologies, issues and applications.

Ability to prepare written reports of grant-in-aid and/or technical assistance programs.

**Minimum Qualifications**

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

**Experience:** Two years of full-time or part-time equivalent paid professional experience in energy or environmental programs or services, grants development or grants administration, delivery of technical assistance programs in the areas of energy efficiency applications and technologies, renewable energy applications and technologies, or fossil energy technologies.

**Substitution:** A master's degree from a regionally accredited college or university in economics, engineering or environmental sciences may substitute for one year of the required experience.

Established: 05/15/2008

Effective: 07/01/2008