

**ENERGY DEVELOPMENT SPECIALIST 3****Nature of Work**

At the advanced level, performs professional work in a varied number of energy activities in the state. May work in one or more specialty areas: planning, grants management, delivery of technical energy efficiency, renewable or fossil energy program management. Typically is held responsible for a complex statewide grant project or program or performs highly complex work as a senior specialist in the area of assignment. Supervises lower level personnel. Performs related work as required.

**Distinguishing Characteristics**

The Energy Development Specialist 3 is distinguished from the Energy Development Specialist 2 by the complex assignment of a statewide grant project or program, or performs the complex work as a senior specialist in the area of assignment. Supervises lower level personnel.

**Examples of Work**

Supervises 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.

Identifies and develops staff training programs.

Collaborates with state and federal government 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.

Supervises the development and review of 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.

Supervises staff monitoring of the administration of state and federal grants to assure compliance with grant requirements.

Supervises the oversight of 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.

Provides supervision, leadership and technical advice to other personnel.

**Knowledge, Skills and Abilities**

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

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

Knowledge of the economics and environmental impacts of energy use and production.

Ability to supervise the work of others.

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

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

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

Ability to train local officials in programs available.

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 speak before public meetings regarding energy technologies, issues and applications.

Ability to prepare various written reports.

Ability to train others.

**Minimum Qualifications**

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

**Experience:** Four 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