

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

The State Energy Office (SEO) promotes partnerships between the public and private sectors to encourage development of Oklahoma's energy resources, energy efficiency, alternative fuel technologies, and deployment of renewable energy technologies while enhancing economic development.

Qualified applicant must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to recruiter@okcommerce.gov

Review of application will begin immediately. Deadline is Tuesday, October 17th, 2017

POSITION:	Programs Planner I – State Energy Office (SEO)
DIVISION:	Community Development
SUPERVISOR:	Rhonda Harding-Hill
JOB LOCATION:	Oklahoma City
SALARY:	\$45,000 - \$55,000
JOB NUMBER:	J-669

RESPONSIBILITIES:

- Collaborates with Secretary of Energy and Environments Office and other energy related organizations.
- Develop and implement the Oklahoma SEO State Plan and manage the Department of Energy (DOE) formula grant and other energy initiatives.
- Implement and manage the SEO financing programs.
- Assists in the development and oversight of SEO program budget.
- Ensure SEO program compliance with all applicable laws and regulations.
- Develop and select suitable strategies and objectives for SEO projects.
- Prepares solicitations and selection process for annual projects.
- Provides programmatic, financial and software technical assistance for contracted State Energy Program (SEP) projects.
- Trains subcontractors in the implementation of SEP policies and procedures.
- Processes requests for reimbursements, contract modifications, contract monitoring reports, and close out procedures.
- Conduct on-site monitoring visits to ensure subcontractor financial and programmatic compliance.
- Some in-state and out of state travel may be required.

KNOWLEDGE AND SKILLS:

Strong problem solving ability, knowledge of applicable federal and state laws pertaining to grants, general accounting knowledge, and the ability to balance and plan for competing demands while meeting deadlines. Preference given to applicants with experience in the field of renewable energy, energy efficiency, and accounting. Excellent written and oral communication skills.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university and one year professional experience with developing state plans, implementing renewable energy initiatives or financial management/accounting. The ideal candidate will have a strong interest in the field of energy efficiency, and financial management experience necessary to carry out the duties of the position.

AA/EEO