

Program Coordinator II - 61052479



(http://agency.governmentjobs.com/sc/job_bulletjobID=3485433&sharedWindow=0)



APPLY

Salary ⓘ	\$0.00 Annually
Job Type	Temporary Grant - Full-Time
Job Number	128313
Closing	8/29/2022 11:59 PM Eastern
Agency Specific Application Procedures:	All applicants must apply online.
Class Code:	UZ01
Position Number:	61052479
Normal Work Schedule:	Monday - Friday (8:30 - 5:00)
Pay Band	Unclassified
Hiring Range - Min.	\$41,777.00
Hiring Range - Max.	\$59,537.00
Opening Date	04/06/2022
EEO Statement	Equal Opportunity Employer

Location ⓘ	Richland County, SC
Agency	Department of Administration

**Veteran
Preference
Statement**

South Carolina is making our Veterans a priority for employment in state agencies and institutions.

[DESCRIPTION](#)[BENEFITS](#)[QUESTIONS](#)**Job Responsibilities****Program Coordinator II**

This position has been re-posted. Previous applicants need not reapply as all applicants will be considered.

The South Carolina Department of Administration's Division of Economic Opportunity is seeking an experienced Program Coordinator II to coordinate and monitor the technical compliance of Weatherization Assistance Program sub-grantees.

Responsibilities of the Program Coordinator II:

- Coordinate and monitor sub-grantees for compliance with the requirements of the Weatherization Assistance Program. Inspect completed and in-progress dwellings and review associated files.
- Prepare reports based on inspections and file reviews. Function as an expert on technical questions and requested clarification from sub grantees. Provide training and technical assistance to sub-grantees as needed.

- Review and provide feedback on the annual Weatherization Assistance Program State Plan to ensure the State complying with technical requirements set forth by the Department of Energy.
- Review monthly and quarterly reports on weatherization activities to ensure funds are being properly expended and weatherization work is being completed. Review grant agreements and amendments between the State a sub-grantees as requested.
- Complete and maintain certification as an Energy Auditor and Quality Control Inspector.
- Other duties as assigned.

Minimum and Additional Requirements

A bachelor's degree or an approved equivalence by the Division of State Human Resources (DSHR)

Additional Requirements:

- Active certification from the Building Performance Institute (BPI) as an Energy Auditor
- Must have active BPI as Quality Control Inspector or be able to gain certification within three months of position start.
- Ability to express complex concepts orally and in writing
- Must be proficient with computer programs such as Word, Excel, and PowerPoint.
- Must be able to read, understand, and interpret federal and state regulations.
- Knowledge of the Weatherization Assistance Program is preferred.

*Applicants indicating college credit or degree(s) on the application will be required to bring a copy of college transcript to the interview. A copy of the transcript may also be uploaded as an attachment to the application, if required by the hiring department or if desired by the applicant. Please note that some areas of the Department may require an **official, certified copy of the transcript** prior to hiring or within a specific timeframe required by that area, after hiring. Failure to produce an official, certified transcript may result in not being hired or termination.*

Preferred Qualifications

Additional Comments**Additional Comments**

The Department of Administration is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions including, but not limited, to lactation), national origin, age (40 or older), disability or genetic information.

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.

The South Carolina Department of Administration offers an exceptional benefits package for full time (FTE) employees:

- Health, dental, vision, long-term disability, and life insurance for employees, spouse, and children **(Also available for temporary employees working more than 30 hours per week)**
- 15 days annual (vacation) leave per year
- 15 days sick leave per year
- 13 paid holidays
- State Retirement Plan and Deferred Compensation Programs **(optional for Temporary Employees)**

Agency

State of South Carolina

Agency

Department of Administration

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