

# GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

## Job Posting

**POSTING DATE:** 01/21/2022  
**POSTING TITLE:** Program Manager  
**SALARY:** \$4,400 - \$4,500

**CLOSING DATE:** until filled  
**LOCATION:** Atlanta

### GENERAL SUMMARY

Under limited supervision of the Energy Resources Director, manages the daily operations of the Weatherization Assistance Program, including grants programs for Georgia Environmental Finance Authority (GEFA). Performs day-to-day program administration and service delivery within organizational unit(s). Monitors progress of program objectives that affect the quality and level of services provided and the program's success. Performs project and contract management for various programs. Oversees grant application intake and initial application review; supports financial review process; coordinates contract development and execution. Assists with streamlining work effort where possible and recommends process improvement for assigned program areas. Develops and maintains cooperative working relationships and effective communications with sub-recipients and program funders, other state officials, and contractor representatives. Regularly reviews program operations for compliance with applicable regulations and standards. Provides technical assistance to sub-recipients and contractors. Prepares all necessary reports for the program and the division. Candidate must demonstrate good judgment. This position is full-time, on-site in our downtown Atlanta Office.

### RESPONSIBILITIES AND STANDARDS

Obtains necessary certifications for the U.S. Department of Energy Weatherization Assistance Program in order to monitor the quality of work performed by contractors in homes. Candidates do not need to have all of the certifications to apply, however obtaining the certifications is a requirement of the position. Certifications include Home Energy Professional Energy Auditor, Quality Control Inspector, and Lead Safety for Renovation, Repair and Painting certification. Must obtain knowledge of NEAT/MHEA energy modeling software, basic carpentry, combustion appliance zone testing, use of a blower door, and infrared camera. Utilizes these certifications to perform on-site monitoring of community action agency weatherization program service providers, including their office operations and the homes of their customers. Ensures compliance with contractual agreements, regulations, and policies / procedures. Requires ability to apply research principles and problem-solving skills.

Creates instructive, detail-oriented monitoring reports subsequent to each monitoring visit. Follows up with service providers to correct issues as they are discovered. Develops instructional presentations of common issues in the field. Discusses issues on monthly technical assistance conference calls with the service providers. Develops methodologies to ensure the service provider energy audits are performed properly, the energy efficiency measures are selected properly, and the measures are installed according to program requirements.

Assists with the administration of the program by achieving an understanding over time of all program guidelines, reviewing and approving invoices with financial data, drafting contracts, reviewing budgets, and expenditures. Demonstrates enthusiasm towards work, and an ability to work independently, organize, and prioritize work assignments. Participates in emergency preparedness and response efforts as needed when the energy division staffs the GEMA State Operations Center during energy or petroleum shortages. Communicates effectively with all stakeholders and represents the interests of the Authority in interactions and/or negotiations with clients, stakeholders, staff of other governmental entities, suppliers, and vendors.

Travels frequently throughout the state, including overnight travel. Operates in multiple environments inside and outside, in construction areas, crawlspaces and attics, sometimes under temperature extremes. Maintains knowledge of current trends and developments in the field and applies pertinent new knowledge to performance of other responsibilities.

Executes all other duties as assigned.

### MINIMUM QUALIFICATIONS

Completion of a four-year degree from a college or university **"AND"** Two years of experience in the management of the administrative support activities of a business or government activity. Candidate must possess the ability to think independently and work, at times, with little supervision.

**Note:** Related experience may be substituted for education on a year for year basis.

## PREFERRED QUALIFICATIONS

Preference will be given to applicants who, in addition to the minimum qualifications, possess one or more of the following:

- College degree with a concentration in building science, construction management, economics or business
- Three years of relevant experience preferred.
- Home Energy Professional Energy Auditor and Quality Control Inspector certification.

**Note: GEFA reserves the right to hire at a higher-level position (For ex. Program Manager 2 [\$4,900 - \$5,100/monthly salary]) based on candidate qualifications.**

## INSTRUCTIONS

Send résumé to: [jobposting@gefa.ga.gov](mailto:jobposting@gefa.ga.gov)

**Please Note:** All qualified, prospective candidates will be considered, but may not necessarily receive an interview. Due to the large volume of resumes received in this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to prospective candidates **except** those who are selected for interviews.

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

An Equal Opportunity Employer

This agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.

**Please note: HR reserves the right to amend the recruitment dates on any job postings if we receive an overwhelming amount of resumes.**

## **Weatherization Assistance Program/ State Energy Program - Program Manager 1**

Reports to: Energy Resources Director

Job Responsibilities: Under limited supervision of the Energy Resources Director, manages the daily operations of the State Energy Program/Weatherization Assistance Program, including grants programs for Georgia Environmental Finance Authority (GEFA). Performs day-to-day program administration and service delivery within organizational unit(s). Responsibilities include management of administrative, budgeting, operational and programmatic activities. Prepares all necessary reports for the program and the division.

### **Market Data Analysis**

<b>Salaries:</b>			
Market Base/Median	\$56,776		
Market Base/Median 90%	\$51,098		
<b>Salary Ranges:</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
GEFA Pay Grade: (16)	\$39,038	\$53,728	\$68,418

**Summary:** Energy Resources

Internal and external salary market data was used to calculate the market median for this job. Data sources included the National Compensation Association of State Governments, Business and Legal Resources, (BLR)/Bureau of Labor Statistics, and the state of Georgia.

Salary data used to assess this job was less than 2 years old, and all methodologies deployed met industry standards.

95% of salary= \$53,937.20 annually

Monthly salary = \$4,494.77