

Program Coordinator II-61123428



(http://agency.governmentjobs.com/sc/job_bulletjobID=3881439&sharedWindow=0)



APPLY

Salary ⓘ \$43,030.00 - \$79,616.00 Annually

Location ⓘ Richland County, SC

Job Type FTE - Full-Time

Agency Department of Administration

Job Number 143755

Closing 2/24/2023 11:59 PM Eastern

Agency Specific All applicants must apply online.

Application

Procedures:

Class Code: AH40

Position Number: 61123428

Normal Work Monday - Friday (8:30 - 5:00)

Schedule:

Pay Band Band 6

Hiring Range - Min. \$43,030.00

Hiring Range - Max. \$60,000.00

Opening Date 01/24/2023

EEO Statement Equal Opportunity Employer

**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**

The Office of Economic Opportunity (OEO) is seeking an individual to monitor the technical compliance sub-grantees to the Weatherization Assistance Program (WAP). This includes conducting on-site visits to review sub-grantee work, preparing written monitoring reports, and providing responses to technical questions posed by sub-grantees. The person in this position will perform the role of Energy Auditor and Quality Control Inspector for South Carolina to increase the effectiveness of the Weatherization Assistance Program.

Responsibilities of the Program Coordinator II:

- Coordinate and monitor Weatherization Assistance Program sub-grantees for grant and program compliance to Federal and State requirements and regulations. Serve as Energy Auditor and Quality Control Inspector. Inspect completed and in-progress weatherized dwellings and reviews associated files.

- Prepare reports on monitoring field visits and special issues relating to the operations and management of the Weatherization Assistance Programs within prescribed time frames and with minimum supervision.
- Prepare and make proper adjustment to the Annual WAP State Plan for submission to the Department of Energy. Coordinate data and reporting functions between OEO, sub-grantees, and other entities, as required on a continuous basis. Review annual performance plans and subcontractor agreements.
- Review and edit technical portion of Weatherization Policies and Procedures Manual and the SC Weatherization Field Guide to serve as subject matter expert.

Minimum and Additional Requirements

Bachelor's degree preferred. Experience and other credentials can be substituted for bachelor's degree. 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.

Additional Requirements:

Have worked at least 1000 hours in framing, roofing, drywall, siding and/or energy auditing. Have worked at least 2000 hours in construction as a crew leader/supervisor or as an energy auditor. Must have an active certification as a Building Performance Institute Quality Control Inspector.

*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

Knowledge of the Weatherization Assistance Program is preferred.

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
- Paid parental leave
- State Retirement Plan and Deferred Compensation Programs **(optional for Temporary Employees)**

Agency

State of South Carolina

Agency

Department of Administration

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