

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

Job Posting

POSTING DATE: 11/29/2022
POSTING TITLE: Lead Project Manager 3
SALARY: \$86,733.15 annual salary

CLOSING DATE: until filled
LOCATION: Atlanta

HIGHLIGHTS:

We value our employees:

- We offer work/life balance work schedules
- We offer career ladder promotion(s) and professional development opportunities
- We offer good benefits including 15 days of annual and sick leave

GENERAL SUMMARY

Under limited supervision of the Director of Energy Resources, manages the daily operations of the Weatherization Assistance Program (WAP) for the Georgia Environmental Finance Authority (GEFA). Leads the direction of the WAP and manages WAP staff. 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. Oversees WAP grant application; manages and develops the WAP budget; oversees contract development and execution; approves subgrantee invoices; establishes and tracks schedules. 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 contractors. 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

Utilizes strong project and people management skills and experience to lead the WAP and manage direct reports. Utilizes knowledge of the WAP and federal requirements to oversee program operations and to provide subject matter expertise to the network of providers across Georgia. Ensures compliance with contractual agreements, regulations, policies, and procedures. Requires ability to apply research principles and problem-solving skills. Develop and implement process improvements across the program.

Leads the development of the WAP state plan and application, including the program budget. Provides direction to other WAP staff to ensure proper program management and team cohesion. Responsible for overall program operations, including development of program policies and procedures, under the supervision of the Director of Energy Resources. Manages the budget and ensures proper resource allocation and scheduling across the program.

Demonstrates enthusiasm towards work, and an ability to work independently, organize, and prioritize work assignments. Passionate and knowledgeable about energy efficiency and home performance. 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. Uses sound judgement and decision-making skills to deliver excellent program results.

Travels occasionally throughout the state, including overnight travel. Attends weatherization-related conferences and trainings out of state as needed. Comfortable operating in a range of environments and speaking publicly. 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"** five years of experience in project and program management 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:

- Master's degree in business, public administration, policy, environmental management, or other related area.
- Direct experience in weatherization or related energy efficiency and home performance programs.
- Building Performance Institute (BPI) certifications.
- Three to five years' experience managing staff.
- Project management certification

Note: GEFA reserves the right to hire at a higher-level position (For ex. Lead Senior Project Manager \$98,324.10/annual salary) based on candidate qualifications.

INSTRUCTIONS

Send résumé to: 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.