

## Position Summary

This statewide project position operates under the general supervision of the Director of the Department of Administration, Office of Sustainability and Clean Energy (OSCE). This position serves as the expert grant specialist and responsible for managing and providing technical assistance, information, and oversight related to the most complex climate, clean energy, and sustainability grant programs. Additionally, this role supports the Climate Pollution Reduction Grant (CPRG) staff to ensure the program operates efficiently. The CPRG is a \$5 billion investment over 4 years to provide states, metropolitan statistical areas, Tribal Nations, and territories with resources to develop and implement projects that reduce greenhouse gas emissions and other harmful air pollution. The position is essential to helping subawardees interpret and understand guidance and to ensuring program compliance with OSCE requirements. Furthermore, this role requires extensive knowledge and provides specialized technical assistance and training to subawardees, research, analyzes relevant data, assists in managing other state- and federally funded grant programs and related initiatives, and executes special assignments and projects as directed by the Director.

## Time Goals and Worker Activities

### **50% A. Manage grants awarded under the federal Climate Pollution Reduction Grant (CPRG) program and provide technical assistance and oversight to subawardees.**

- A1. Independently research, prepare, and communicate information about program policies and procedures to internal and external stakeholders.
- A2. Serve as primary expert and establish and sustain effective working and professional relationships with subawardees and other partner organizations.
- A3. Provide complex technical guidance to staff, applicants, subawardees, and OSCE Director.
- A4. Review and maintain grant programmatic information in the State financial system, federal reporting systems, and other grant management systems. Ensure compliance.
- A5. Manage all information related to grant awards and contracts, including contact details, payment requests, outcome and evaluation reports, and monitoring.
- A6. Review and promptly process grantee draw requests. Maintain contract budget summary sheets and prepare various financial management worksheets as needed to ensure timely expenditure of program funds.
- A7. Monitor and evaluate the progress of subawardees throughout the contract period to ensure that grant funds are used appropriately for authorized activities. Receive and review grantee reports.
- A8. Perform desk and field monitoring of subawardees. Collaborate with subawardees to address issues and ensure adherence to federal and state regulations, policies, and procedures.

- A9. Stay updated on national and state policies related to climate, clean energy, and sustainability programs. Make sure agencies are informed of new policies and guidelines.
- A10. Stay informed about federal code compliance, especially regarding 2 Code of Federal regulations Section 200 (2 CFR 200). Ensure all grant programs adhere to federal regulations.

**25% B. Administer and manage other complex Climate, Clean Energy, and Sustainability Grant Programs.**

- B1. Develop, review, and confirm program application materials.
- B2. Develop and objectively manage the application submission, review, and award process for programs. Respond to funding decision appeals.
- B3. Develop and maintain application and award spreadsheets to manage grants and generate related documents.
- B4. Collaborate with fiscal and program staff to prepare and execute contracts, amendments, and revised budget adjustments, including assessing the appropriateness of grantee requests for contract or budget amendments.
- B5. Conduct on-site and desktop monitoring, including service verification and compliance review of project and participant files.
- B6. Develop training materials, conduct training workshops on program requirements, and ensure all federal and state requirements are understood and implemented.

**20% C. Oversee securing funding from general state, federal, and philanthropic programs.**

- C1. Explore new or expanded sources of energy funding for the OSCE and partner organizations.
- C2. Provide updates on funding opportunities and distribute them to stakeholders through newsletters or other networks.
- C3. Assist in reviewing other supportive applications.
- C4. Assist in editing revisions and modifications of assistance programs.
- C5. Present program information to subawardees, applicants, and others during meetings and workshops.
- C6. Serve as primary liaison with stakeholders/clients and manage phone calls, correspondence, and email referrals.

**5% D. Other Duties**

D1. Miscellaneous Support for the Director.

D2. Assist with special projects.

D3. Represent the OSCE at department or enterprise-wide meetings and serve on committees as assigned.

D4. Develop strong working relationships with department and other agency leadership and staff.

**SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED**

1. Extensive knowledge of managing state/federal programs and program oversight related to climate and clean energy funding activities.
2. Knowledge of state financial systems, including STAR and SharePoint.
3. Understanding the policies and procedures for analyzing legal changes.
4. Ability to identify complex problems, review related information, and develop and evaluate options to implement effective solutions.
5. Ability to assist in developing and implementing policies and procedures based on legislative or other changes.
6. Extensive experience collaborating with local governments and non-profit organizations.
7. Exceptional customer service skills.
8. Excellent verbal and written communication skills.
9. Ability to provide technical assistance and training to local governments, non-profit organizations, and other agencies to explain policies and procedures related to the management and proper use of grant funds.
10. Ability to establish and maintain relationships with a variety of individuals at different organizational levels, such as managers, peers, employees from other divisions and agencies, local units of government, and organizations involved in housing fund administration, to ensure that work is completed appropriately and to maximize cooperation and effectiveness in managing grants and contracts.
11. Knowledge of preparing and maintaining records and reports for effective funding management.
12. Ability to evaluate organizational performance to implement necessary improvements or corrective actions.

13. Ability to gather and analyze data and interpret information to take suitable actions.
14. Ability to analyze and assess policies, procedures, and systems for effectiveness.
15. Strong knowledge of Microsoft Office tools for monitoring, analyzing, and communicating information.
16. Proficient in Microsoft Excel.
17. Skills in negotiation, conflict resolution, and consensus building with a diverse range of stakeholders.
18. Considerable knowledge of administrative codes and federal and state regulations regarding contractual agreements.
19. Ability to manage time effectively, prioritize projects within deadlines, and handle multiple tasks.
20. Ability to travel across the state and occasionally out of state.