

**GEORGIA ENVIRONMENTAL FINANCE AUTHORITY**  
**Job Posting**

**POSTING DATE:** 11/24/2020  
**POSTING TITLE:** Program Manager  
**SALARY:** \$4,300 - \$4,600

**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). Reviews monthly invoices from 14 weatherization program service provider sub-recipients to ensure compliance with federal and state program rules and accounting principles. Performs contract development and management. Monitors progress of program objectives that affect the quality and level of services provided and the program's success. 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 on invoicing and reporting software to sub-recipients and contractors. Prepares all necessary reports for the program and the division. Candidate must be well organized, skilled in project management, and demonstrate good judgment.

**RESPONSIBILITIES AND STANDARDS**

Works with a team to administer the program and achieve an understanding 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 responds with 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.

Creates instructive, detail-oriented progress reports subsequent to reviewing monthly financial reports. Develops methodologies to ensure the service provider monthly reports are developed properly, the energy efficiency measures are selected properly, and they are reported according to program requirements.

Interacts frequently with 14 service providers throughout the state. May need to operate 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 environmental studies, economics or business.
- Three years of relevant experience preferred.

**Note: GEFA reserves the right to hire at a higher-level position (Program Manager 2 [\$4,900 - \$5,200/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.**