

**CLASS TITLE: ADMINISTRATOR OF ENERGY PROGRAMS**

**Class Code: 02501600**  
**Pay Grade: 37A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Associate Director of Facilities Management to plan, coordinate, administer and implement a complex and comprehensive statewide energy program for state facilities; to plan, organize and direct all energy and community service programs and grants for all sectors within the state; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Associate Director of Facilities Management from whom statements of overall policy are received; work is reviewed for conformance to law, policies, rules, regulations and departmental objectives.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and directs the work of a technical and clerical staff; reviews work in process and upon completion for proficiency and conformance to law and policy.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Associate Director of Facilities Maintenance to plan, coordinate, administer and implement a complex and comprehensive statewide energy conservation program and a utilities management program for state facilities involving energy resources and assistance, electricity, water, sewer and fuels.

To plan, organize and direct all energy and community service programs and grants for all sectors within the state.

To plan, organize, coordinate and direct the work of a staff assigned to the state's energy program.

To formulate or identify procedures for energy resources management in state facilities.

To ensure existing utility programs are being effectively utilized by state departments and agencies.

To develop effective liaisons and cooperative relationships with pertinent groups involved in energy related matters.

To maintain an awareness of new and proposed energy initiatives in areas that will benefit state buildings.

To be responsible for the coordination and preparation of documents and reports, such as reports to grantor agencies, an annual energy report for State facilities, as well as, grant applications and other related documents.

To work with the Division of Purchases in establishing and ensuring the purchases of natural gas, electricity and heating oil and to review and determine such purchases are beneficial to the state.

To be responsible for screening, planning, composing, implementing, monitoring and reporting federal and state energy grants and programs for all sectors within the state.

To work cooperatively with appropriate departments and agencies to develop and implement a comprehensive plan for the utilization of state owned alternative fuel vehicles.

To represent the state and oversee the functions as the lead agency for energy emergencies in cooperation with the Rhode Island Emergency Management Agency.

To administer programs which provide funding, training, technical assistance and administer services to participants in the social service delivery network providing energy conservation and assistance under such programs as weatherization and home energy assistance.

To prepare and administer appropriate rules, regulations and policies for various energy and community service programs and to prepare necessary reports and statistics on these programs.

To identify short and long range community service needs and to develop appropriate programs to meet these needs.

To provide training and technical assistance to state agencies, groups and individuals concerning grant, proposal and project preparation for possible federal or state funding.

To develop a continuous public information program regarding available energy resources and related programs.

To maintain an awareness of pertinent federal and state laws and proposed legislation and to assist in the preparation of related legislation.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of federal and state laws relating to the initiation and implementation of energy conservation, energy assistance and community service programs; a thorough knowledge of state, federal, local and private resources for dealing with energy conservation, energy assistance and community services problems; a thorough knowledge of energy planning, production, conservation, resource allocation and management and emergency management; a thorough knowledge of the principles and practices utilized in the procurement of energy resources such as natural gas, heating fuel oil, electricity and other types of energy sources; a working knowledge of the principles, practices and techniques of developing informational programs; a working knowledge of the principles and practices of governmental budgeting and fiscal control systems; the ability to supervise a technical and clerical staff; the ability to prepare clear and concise reports containing findings, analyses, conclusions and recommendations; the ability to prepare and present energy related materials to officials, groups, and the public; the ability to develop and maintain effective public relations and working relationships; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree from a college of recognized standing with specialization in Business Administration, Public Administration, Marketing or a closely related field; and

**Experience:** Such as may have been gained through: considerable employment in a responsible supervisory position in the areas of energy or utility program planning, development, administration or marketing.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 12, 2005