

ENERGY DIVISION SECTION CHIEF

This is administrative and managerial work in directing the activities of the Energy Conservation Plans and Programs or the Administrative and Technical Assistance section of the Energy Division of the Department of Commerce.

Under administrative direction of the Energy Division Director, employees determine the work procedures, establish program goals and deadlines, organize the sections to achieve established goals, and perform related work as required. Employees participate with the Energy Division Director in setting the overall program mission of the Division and in making decisions and setting policy for the Division as a whole. Employees are responsible for seeing that the operations and expenditures of the sections are within the grant guidelines and regulations. Employees participate with the Director in emergency situations that require decisions as to program changes or allocation of funds.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish the overall plan of work for the section based on the long-range goals and plans of the energy conservation programs. Employees determine the assignments of subordinates, oversee the progress of the projects within the programs, ensure that projects meet requirements of the Federal grants, and change workloads of the employees according to changing demands by government agencies or emergency situations.

Organizing and Directing - Employees are responsible for establishing goals, determining schedules, and establishing work operations of the sections. Changes in specifications of the programs or grant funding may impact on the organization of the section to meet the changing demands. Unexpected situations may require the employee to re-establish priorities and reassign employees to fulfill emergency allocation procedures or change program goals.

Budgeting - Employees establish the priority of the budget needs for the section based on input from the unit supervisors, the previous years budget, program objectives, and projected activities for the coming year. Employees prepare justification of budget requests for the Director and the Department. Employees monitor the sections' budgets according to Federal and State guidelines.

Training - Employees evaluate the training needs of the employees in the sections based on input from the unit supervisors and recommend on-the-job training or specific courses for employees based on planned projects and individual needs of employees.

Setting Work Standards - Employees are responsible for the development of the criteria for measuring work performance of the employees in the section. Input is received from unit supervisors who are responsible to the section chief for the performance appraisals of employees in the units. Employees ensure that agency policies and procedures are followed in evaluating and discussing performance of employees.

Reviewing Work - Employees review projects developed by employees to ensure that grant and program specifications are met. Individual problems or aspects of the work are discussed in progress as they occur.

Counseling and Disciplining - Employees seek to resolve minor complaints or problem situations with employees in the sections. Formal complaints or major problems are referred to the Division Director with recommendations for resolution.

Performing Other Personnel Functions - Employees interview prospects along with unit supervisors, and make recommendations on hiring, firing, promotions, merit increases, or other disciplinary actions to the Director.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Changes in program or grant guidelines or new projects funded by the Federal government result in a re-evaluation of existing projects and priorities to accommodate new projects or duties. Unexpected or emergency situations cause the work of the unit to be reorganized or changed to allow new projects or allocation procedures to be implemented.

Variety of Work Supervised - Employees supervise groups of employees engaged in the development of energy conservation programs and the monitoring of projects and contracts associated with those programs.

Number of Employees Supervised - Employees supervise eight to thirteen professional and support staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees discuss changes in work procedures, changes in existing programs or projects, and new projects or programs under development with the Director prior to implementation. Final reports or project proposals are reviewed by the Director prior to submission to the Department or the Federal government for approval.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees supervise employees assigned to specific areas of the state or employees required to travel extensively to oversee energy conservation projects.

V. REQUIREMENT STANDARDS:

Knowledge, Skills, and Abilities - Extensive knowledge of the energy conservation programs and grants of the Federal and State governments. Considerable knowledge of the laws, guidelines, and regulations that apply to energy conservation. Knowledge of the technology, techniques, and developments in the energy conservation field. Knowledge of the bookkeeping, accounting, and reporting practices of the Federal and State governments. Ability to organize and direct the activities of professional employees. Ability to train others and evaluate their work. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Education and Experience - Graduation from a four-year college or university, preferably with a major in business or public administration, engineering or construction technology, and five years of experience in the development of energy conservation plans and programs, the administration of grants and contracts, research in alternative energy technology, or the supervision of energy conservation audits or construction projects, including two years of supervisory experience; or an equivalent combination of education and experience.