

## State of Vermont Job Opportunity

Job Title: Director Clean Energy Dev Fund

Location: Montpelier

Reference #: 25986

### Who May Apply

This Director, Clean Energy Development Fund position, Ref # 25986, is open to all State employee and external applicants.

Resumes will not accepted via e-mail. You must apply online to be considered at [www.vermontpersonnel.org](http://www.vermontpersonnel.org).

### General Job Description

The CEDF director is responsible for the ongoing management of the Clean Energy Development Fund. The director has significant autonomy and independence and reports only to a board of directors, appointed by legislative leaders and the Governor. As such, the director follows the overarching legislation and mission statement, and modifies the strategic and annual plans and the budget for the fund on a regular basis, and prepares reports for the board and the legislature. The director will be responsible for researching strategies, budget development, project management and drafting/recommending policy positions for the board of directors, and will oversee 2-5 staff and/or obtain the services of Department of Public Service staff on behalf of the Clean Energy Development Fund. The director will also be responsible for meeting transparency goals, targets, reporting requirements, and other terms and conditions directly related to the American Recovery and Reinvestment Act (ARRA).

### Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of renewable energy technologies and their deployment.

Working knowledge of the economics and impacts of energy sources and utilization.

Experience in administering grants and contracts; specific experience working with federal grants and contracts a plus.

Knowledge of basic management, marketing, and financial principles.

Knowledge of basic principles of conflict resolution.

Knowledge of the principles and practices of public administration.

Considerable knowledge of the principles and practices of program and policy planning, evaluation and development.

Considerable knowledge of budgetary principles and practices.

Ability to manage multiple priorities with significant deadlines.

Ability to develop solutions that satisfy stakeholders with different, often conflicting concerns.

Ability to work independently and exercise initiative.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships at all levels with State government and with outside agencies and organizations.

Ability to write and interpret complex regulations and to analyze their impact on current and proposed programs.

Ability to manage a broad diversity of project types with phased implementations that include multiple business units, vendors and consultants.

Ability to communicate effectively with technical and non-technical staff, consultants and vendors.

Ability to synthesize and interpret large quantities of diverse data.

Competence with computers and their peripheral equipment.

#### EDUCATION AND EXPERIENCE:

Education: Bachelor's degree, preferably in environmental or energy studies, economics, business or public policy or administration.

Experience: Four years at a professional level involving management, analysis, or development of energy programs and/or policies; or public or business administration; and general knowledge of renewable energy.

#### **Working Conditions**

Duties are performed primarily in a standard office setting, except for periodical site visits, which may create exposure to noise and other industrial setting-type factors. Occasional travel requires that private means of transportation be available. Some work outside of normal office hours may be required.

#### **Equal Employment Opportunity**

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.