



Maryland
Energy
Administration

Wes Moore, Governor
Aruna Miller, Lt. Governor
Paul G. Pinsky, Director

SECTION CHIEF - RESIDENTIAL ENERGY PROGRAMS

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund, the Maryland Renewable Energy Portfolio Standard, Greenhouse Emission Reduction Act, Inflation Reduction Act and the Climate Solutions Now Act you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's environmental and clean energy policies. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. MEA will advance impactful energy policies and programs to help achieve Maryland's clean energy and greenhouse gas reduction goals.

Position Responsibilities:

The Energy Section Chiefs will provide front line supervision of a team of MEA staff within a specific sector or technical discipline under the oversight of the Director of Energy Programs and Assistant Director of Energy Programs.

Specifically this Section Chief will lead the Agency's residential program portfolio, including programs to address energy equity amongst Maryland's most economically vulnerable homeowners, managing the program team implementing programs resulting from the Inflation Reduction Act including the HOMES and Home Electrification Programs and workforce training to increase and upskill many of Maryland's clean energy jobs and services sectors. This Section Chief will work as a close team with the Section Chief for Commercial and Community Buildings as well as Maryland's Building Energy Hub Coordinator to engage Maryland's buildings sector in rapidly decarbonizing to achieve the goals of the State's Climate Pollution Reduction Plan and of the Climate Solutions Now Act.

The Section Chiefs are responsible for developing section strategy; monitoring and adjusting program delivery to achieve agency needs; support policy development and implementation issues as needed; managing front line budget targets; engaging stakeholders; and coordinating interagency and other issues amongst internal and external stakeholders. This position will have both front-line supervisory responsibilities as well as directly oversee multiple programs or agency activities. On an ongoing basis the Energy Section Chief (Supervisory) are expected to

oversee 3 to 8 permanent or contractual employees plus contractual services. This Energy Section Chief will be expected to directly manage one or more programs as assigned in addition to providing supervision, motivation and encouraging collaboration amongst the team they lead. The position will be responsible for the following:

- Coordinates the development and delivery of program's within their assigned technology, sector or similar approach;
- Coordinating program implementation with peer section chiefs;
- Developing program stakeholder relationships;
- Coordinates delivery of a portfolio of programs with MEA's policy, outreach and legal teams;
- Manages program managers and energy specialists as they design, implement and evaluate MEA energy programs. Includes monitoring progress and conformance with program budget targets and performance goals where applicable. Provide direct supervision to 3 to 6 employees;
- Provide oversight and quality control of products and activities of the section including policy briefs, draft memos, grants, task orders and other documents and products;
- Provides Division Director and Assistant Division Directors with updates on the status of programs, activities and initiatives on a monthly or bi-weekly status as required. Ensures business process continuity and efficiency through ongoing process and program improvement;
- Manages one or more programs directly including performance, grant development and generation, financial oversight as well as stakeholder engagement.
- Manages sensitive negotiations on program implementation issues with grantees, agencies, businesses, nonprofits and other relationships;
- Coordinate key messages with MEA's marketing, outreach and communications team.

Minimum Qualifications:

- Previous educational or professional experience as a senior operations manager or similar role
- This is an agency senior leadership position. Extensive experience, demonstrated via resume and/or cover letter relative to the roles and responsibilities listed above.

Preferred Qualifications:

- Experience managing energy or environmental related programs within the State of Maryland;
- Knowledge and experience in relevant energy program design, implementation and residential energy efficiency programs;

- Demonstrated experience leading, mentoring and motivating peers and teams at a similar scale;
- Working knowledge of the state's portfolio of programs, policy initiatives, statutory requirements related to energy or environment;
- Proven track-record organizing and interacting with stakeholders in the government, private sector and general public;
- Working knowledge of the state's practices for budgeting funds at the program level;
- Experience with, and be at ease in, meeting and interacting with the general population as well as with co-workers in a professional environment; positive customer service experience a plus;
- Analytical acumen with which to understand financial and energy related statistical data;
- Familiarity with specific federal grant compliance requirements including Davis-Bacon Wage Reporting, Buy American, etc;
- Experience working to develop draft legal agreements, such as but not limited to grant agreements, memorandums of understanding, financing agreements, and others;
- Experience and comfort with meeting and interacting with senior business and government officials;
- Project management experience, including establishing and communicating milestones, directing staff and meeting deadlines;
- Previous work interpreting and auditing contracts for vendors/subcontractors.
- Previous experience with Salesforce or similar customer management systems.
- Knowledge and experience with financial audits;
- Proficiency in one or more languages in addition to English and a willingness to employ these skills in the professional environment.

Position Location:

A hybrid remote telework and in-office schedule is available per the policies of the Maryland Energy Administration and State of Maryland, which may change from time to time. Currently, this position may require the candidate to be present in the office several days per week. In addition, the individual must be available in person other times as needed to perform certain job functions.

MEA is located in the Montgomery Park Office Complex at 1800 Washington Blvd, Baltimore Maryland. Montgomery Park is a historic building (coming up on its 100th anniversary) with onsite amenities such as a food court, electric vehicle charging access and shuttle to public transportation nodes.

To Apply:

Send a cover letter, resume, writing sample, and salary requirements by email with “Section Chief Residential and IRA Programs” in the subject line to Jobs.MEA@Maryland.gov. The cover letter or resume should address any applicable minimum I or preferred criteria. Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

Salary:

This is a full-time, State permanent position and accrues full [State of Maryland benefits](#). Salary commensurate with experience and is in the range of \$78,149 to \$135,450