



Maryland
Energy
Administration

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

PROGRAM MANAGER - CLEAN TRANSPORTATION

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, 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 Clean Transportation Program Manager position will be instrumental to developing and administering programs and other initiatives with an emphasis on reducing energy burdens and greenhouse gas emissions from the transportation sector. The transportation sector comprises Maryland's largest source of greenhouse gas emissions. The successful candidate should have a working knowledge of zero emissions vehicles (ZEVs), emerging vehicle technologies such as hydrogen and the infrastructure needed to support these vehicles. The programs that the successful candidate is likely to manage will include one or more public facing programs such as the Electric Vehicle Supply and Equipment (EVSE) Rebate Program. In the performance of their duties, they will be expected to ensure programs operate smoothly and they will interact directly with public, private, and government entities seeking funding. The successful candidate is also likely to have the opportunity to develop other programming related to transportation as well as contributing to state policy efforts. The successful candidate should bring passion, vision and interest in ZEVs and other alternative transportation efforts to reduce greenhouse gas emissions from the transportation sector in concert with community stakeholders.

The position will be responsible for the following tasks:

- Administering one or more energy programs, including those advancing the electrification or clean fuels in one of Maryland's transportation sectors, and other programs as designated.

- Coordinating with MEA technical analysis partners and contractors to review applications for funding, and Program Design.
- Evaluating new clean transportation program opportunities, developing program plans and proposals for future program development.
- Drafting grant agreements, project summaries, promissory notes and other documents necessary to issue financing or grants.
- Promoting MEA programs under the Manager's control.
- Coordinating with MEA's Finance Division to manage grant awards already issued, including monitoring invoice processes and closing out agreements when work is complete.
- Performing compliance-related activities, including on-site financial and performance audits of grant applicants and grant recipients, as needed.
- Participating in clean transportation related workgroups on behalf of MEA.
- Representing MEA and its programs at state, local or professional gatherings, as needed.
- Staying informed regarding current local, state, regional, and international energy policy developments and market conditions that may directly or indirectly affect Maryland markets, businesses, and consumers.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in finance, economics, business administration, engineering or a related field.
- Minimum of two (2) years of relevant professional experience.
- Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher-ranking commissioned officer on a year to year basis for the required education and experience.
- Highly relevant work specific to the areas of performance for this position may be considered as a substitute for educational experience on a case-by-case basis.

Preferred Qualifications:

- At least one (1) year experience in a directly comparable role supporting clean energy programming, energy efficiency programming and sustainability.
- Direct experience with ZEV and clean transportation programs or policy,
- 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.

- Strong verbal and written communication skills.
- Previous financial reporting experience and use of Salesforce and Microsoft Office, especially Microsoft Excel.
- Familiarity with specific regulatory reporting requirements including Davis-Bacon Wage Reporting, Buy American Certifications, etc.
- Ability to interface with the general public as well as State and local elected officials, as needed.

Bonus Qualifications:

- Direct experience with energy equity related efforts including programs that benefit low and moderate income residential and multi-family units,
- Experience coordinating and mobilizing community stakeholders,
- Experience working with stakeholders from overburdened and disadvantaged communities.
- Proficiency in one or more languages in addition to English and a willingness to employ these skills in the professional environment.

To Apply:

Send a cover letter, resume, writing sample, and salary requirements by email with “Energy Program Manager - Clean Transportation” in the subject line to Jobs.MEA@maryland.gov . Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position. Position is open until filled, however the review of applications is anticipated to start no later than October 6, 2023, interested candidates are strongly encouraged to apply before this date.

Salary:

This is a full time state employee position eligible for state benefits. Salary commensurate with experience, in the range of \$60,801 to \$97,940 annually.