

Energy Program Administrator - Human Services

Salary

\$73,868.00 - \$118,085.00 Annually

Location

1st Fl., MD

Job Type

CS Fulltime

Department

Human Services

Job Number

27127

Closing

9/26/2018 11:59 PM Eastern

Class Description

An Energy Program Administrator manages and oversees the Office of Home Energy Program for Baltimore City. An Energy Program Administrator, plans, develops and coordinates the implementation of an energy assistance program that provides grants to low-income citizens. Work of this class involves supervising energy assistance program operations, processing, monitoring and clerical personnel.

Incumbents receive managerial direction from an administrative superior. Employees in this class work a conventional workweek where evening and week-end hours may be required. Work is performed in an office where normal working conditions are encountered. Work requires minimal physical exertion.

Selection Process

All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

Minimum Qualifications

On or before the date of filing the application, each candidate must:

EDUCATION: Have a Bachelor's Degree from an accredited college or university.

EXPERIENCE: Have four years of experience in managing or overseeing a human, social services or community affairs; program or department, including two years of such supervisory responsibilities as disciplining, evaluating the performance of and recommending the hiring, firing and promoting of others.

NOTES (EQUIVALENCIES): Have a Master's degree and two years of experience in managing or overseeing a human or social services or community affairs; program or

department. Non-supervisory experience or education may not be substituted for the required supervisory experience.

Supplemental Information

EXAMINATION PROCESS:

Applicants must provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful applicants will be placed on the employment certified eligible list for at least six months.

The examination will consist of a rating of your education, training, and experience as presented on your application and as they relate to the requirements of the position. You may be required to complete supplemental questions to further examine specific Knowledge, Skills and Abilities of the position. Therefore, it is important that you provide complete and accurate information on your application.

NOTE: Those eligible candidates who are under final consideration for appointment will be required to authorize the release of criminal conviction information.

<http://human-services.baltimorecity.gov/community-action-partnerships>