



Program Manager, Office of the Federal Energy Management Program
Office of the Deputy Assistant Secretary for Technology Development
Office of Energy Efficiency and Renewable Energy (EERE).

Introduction

The mission of the Federal Energy Management Program (FEMP) is to provide federal leadership to increase the energy security and decrease the environmental impact and cost of government by advancing energy efficiency and water conservation, promoting the use of distributed and renewable energy, and improving utility management decisions at federal sites.

FEMP represents and provides the national programmatic expertise in federal facilities energy management, formulates and executes national energy policies and programs, and is responsible for establishing priorities among subprograms within the office. The program is identified as an entrepreneurial organization that takes maximum advantage of unique legislated authorities to reduce federal energy use, water use, and costs.

Major Duties

1. Manages and directs the development, implementation, and evaluation of a national FEMP of technology planning, research, development, demonstration, and regulatory strategies. Administers products and services to federal agencies to enable them to “lead by example.”
2. Directs the implementation of the Departmental Energy Management Program within the U.S. Department of Energy (DOE) facilities to “lead by example” in energy efficiency, water conservation, renewable and distributed energy, procurement, and utility management. Develops, coordinates, and maintains standards, procedures, and guidelines under the Departmental Energy Management Program for the management of energy use in DOE facilities to achieve the lowest cost and most efficient use of energy with minimum use of fossil fuels to achieve Departmental mission and FEMP objectives.

3. Provides federal agencies with an array of expert technical assistance and information for implementing energy (renewable and efficiency) and water projects, including design assistance for high-performance buildings, industrial process assessments, training, procurement recommendations, energy evaluations and audits, peak load assessments, best practices, and energy planning guidance.
4. Directs the implementation of federal energy legislation and executive order guidance by coordinating federal policy development activities and organizing the Interagency Federal Energy Management Task Force, a variety of interagency working groups, and public-private groups such as the Federal Energy Management Advisory Committee.
5. Manages the transfer of EERE technology to the federal sector in cooperation with other EERE programs, enabling the federal government to become early adopters and “market pull” enablers of energy efficient and renewable technologies.
6. Directs the development and implementation of innovative contracting and alternative financing approaches, such as the Super Energy Savings Performance Contracts, to provide mechanisms for agencies to implement energy projects through non-appropriated funds and that substantially involve the private sector.
7. Provides FEMP technical and programmatic considerations for analysis and support of planning and policy development, and provides policy and analytical support to the Deputy Assistant Secretaries for Technology Development and other senior management. Directs analysis and reviews to ensure conformance of program execution within established policies, and develops, with support from the Deputy Assistant Secretary for Business Administration, funding and guidance issued to field organizations and other recipients.
8. Manages FEMP activities performed by DOE field offices, national research laboratories, universities, contractors, utilities, and Energy Service Companies, including evaluation and feedback regarding technical and managerial objectives. Develops best practices and guidelines for the regional offices to market FEMP’s products and services, and conduct periodic customer surveys to evaluate performance.
9. Oversees the development and implementation of multi-year program plans and annual operating plans and manages the application of assigned resources to effectively achieve planned objectives. Develops annual program budget requirements, manages the utilization and distribution of

approved funds, and provides interpretive guidance to organizations performing research.

10. Consolidates federal agency reporting to the President and Congress. Coordinates and develops annual reports, scorecards, and guidance including life-cycle costing methods. Organizes annual recognition and awards for the Department and for the federal government. Coordinates with Office of Management and Budget (OMB) to organize the annual Presidential award for federal leadership in energy management. Develops awareness materials for use by all federal agencies to promote energy efficiency, renewable energy, and water conservation during Energy Awareness Month and throughout the year.
11. Serves as a focal point for U.S. participation in matters related to the FEMP community and the FEMP aspects of the international energy efficiency and renewable energy community, including supporting the Office of the Weatherization and Intergovernmental Program, exchanges of technical information, conferences, workshops, and summit meetings. Interacts with relevant DOE staff to identify those institutional or managerial requirements that impact FEMP needs, identifies the basic issues involved, and develops programmatic positions concerning these issues. Assists in the development of responses to queries from DOE senior management, the White House, OMB, Government Accountability Office, and congressional committees and subcommittees to assigned technologies.

Supervisory Controls

The Program Manager of FEMP reports directly to the Deputy Assistant Secretary for Technology Development, who provides general guidance and direction on the scope and objectives of assignments. The incumbent has full authority to develop, implement, and administer assigned programs within the framework of agency policy, mission objectives, and time and funding limitations. Work is reviewed in terms of the fulfillment of program objectives and its contribution to overall energy efficiency goals and the advancement of these technologies.

POSITION:

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Qualification Requirements:

Applicants must possess the following technical qualifications:

1. Knowledge of national economic environmental and energy research and development policies and statutes, domestic energy demands and utilization, and funding availability in order to structure an effective energy research and development program.
2. Knowledge of scientific, engineering, and technical requirements, analytical tools and methods of program planning, strategic planning, budgeting, resource forecasting, regulatory analyses, and program impact analyses in order to identify and interpret legislative requirements, oversee the development and implementation of multi-year program plans and annual operating plans for a research and development program.
3. Knowledge of administrative laws, policies, regulations, and precedents applicable to the administration of major federal/private programs to include program goals and objectives, key program events, and milestones, as well as the relationship of these programs to overall corporate goals and objectives, in order to facilitate federal efforts to integrate and coordinate research and development programs related to the FEMP.
4. Ability to communicate effectively and persuasively both orally and in writing with senior level government officials, functional and program managers, technical subject matter specialists, and key industry representatives.