

**State of Connecticut  
Department of Social Services  
Anticipated Job Opportunity**

**Durational Project Manager**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!!**

**Posting Date: July 28, 2009**

**Closing Date: August 11, 2009**

The Department of Social Services is currently accepting applications to fill one (1) Durational Project Manager position in the Bureau of Aging, Community and Social Work Services - Energy Unit located in our Hartford Central Office. The anticipated durational position will be committed towards the American Recovery and Reinvestment Act of 2009 (ARRA) Weatherization Assistance Program (WAP) with a duration of two years.

**Open To: The Public and State Employees**

**Position: Durational Project Manager (MP-62)  
\$72,741.00 - \$93,304.00 Annually**

**Location: 25 Sigourney Street, Hartford, CT 06106**

**Please Note: No fringe benefits for the first six months as this is a Durational position.**

**DUTIES AND RESPONSIBILITIES:**

Responsibilities will include the planning and statewide coordination of the ARRA WAP and supervision of the state weatherization staff. This position will identify needs for program capacity and training, and will ensure that there is statewide program consistency and adherence to program specifications, rules and regulations. The manager in this position will need to ensure that all deliverables are being met, contractual language is accurate and contracts are executed and followed. In addition to having daily contact with sub-grantees throughout the state, this durational manager will be required to communicate regularly with national and state funding sources, both orally and in writing. This position requires the ability to effectively communicate with staff, managers, other state and federal agency staff, local service providers and the public.

This position assures that the complex and varied state and federal procedures and regulations are followed by the state, sub-grantees and other partners implementing the program. The durational manager will provide necessary technical assistance for effective program delivery through the community partner network. The durational manager will hold regular meetings with subgrantees and contracted staff to ensure that regulations are followed and goals are met.

This durational manager will need to possess a working knowledge of the Weatherization Assistance Program and its operation. Some examples of the skills required of this position are: ability to manage both direct staff and contracted staff, ability to instruct staff on how to complete projects and inspect/monitor work performed by contractors, understand job site and how contracted staff and direct staff can perform work functions safely and efficiently, be able to understand work orders and procurement practices, maintain quality control for all weatherized units and ensure that units meets program standards, ability to set goals for staff, review work completed and determine how to realign staff if necessary to meet goals, ability to interpret regulations and procedures, ability to complete written reports, make presentations, lead meetings and conference calls, complete on site visits to train sub-grantees or provide technical assistance, retain knowledge of heating and air conditioning systems, construction features, air-sealing techniques, insulation materials and installation techniques. Duties will include the review and interpretation of statistical and numerical reports, the review of billing procedures and the submission of reports to the federal government.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Must possess a Bachelor's Degree and eight years experience in project management of which two years must be at the supervisory level. Experience with the management of staff in the provision of human services in a public, corporate or non-profit entity required. Past or current experience with programs providing energy conservation, housing rehabilitation, weatherization or building construction is recommended. Must be familiar with Microsoft Office Suite including Word, Excel, Powerpoint and Outlook.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel. Valid Driver's license required.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION%20FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Kristina Grodzicki, Human Resources Specialist  
Department of Social Services  
Human Resources Division  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE TUESDAY, AUGUST 11, 2009, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**